



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

SPECIAL MEETING
Wednesday, 01/15/2020

AGENDA
6:30 PM

Tarea Hall Pittman
South Branch
1901 Russell Street

Commission Members:

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

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 December 4, 2019

From: Elliot Warren, Acting Director of Library Services

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

B. Contract: AMS.Net

From: Alicia Abramson, Library Information Systems Administrator

Recommendation: Adopt a Resolution authorizing the Director of Library Services to execute a contract with AMS.Net for the purchase of network firewall hardware and software, installation services and training for Library staff utilizing the MERCED County Fast Open Contracts Utilization Services (FOCUS) program Contract No. 2015109 with AMS.NET as a purchasing vehicle, for the period beginning January 9, 2020 through January 31, 2023, for an amount not-to-exceed (NTE) \$105,000.

III. ACTION CALENDAR

A. Appointment of The Berkeley City Manager as Staff Lead for the Board of Library Trustee's 2020 Library Director Search

From: Sophie Hahn, Bolt Trustee, Berkeley Vice Mayor & District 5 Councilmember

Recommendation: Adopt a Resolution to appoint the Berkeley City Manager (and her designees, including but not limited to the Human Resources Director) as the Staff Lead for the 2020 Board of Library Trustees' Library Director search, and authorize her and her designees to work with the Board of Library Trustees, the search consultant (CPS HR) and the Library's Human Resources staff to support successful execution of BOLT's search and selection process for a new Library Director.

B. Discussion and possible Action on a Path Forward to Complete and Adopt Bylaws for the Board of Library Trustees

From: Sophie Hahn, Bolt Trustee, Berkeley Vice Mayor & District 5 Councilmember

Recommendation: Discuss and possibly take action on a path forward to complete and adopt ByLaws for the Board of Library Trustees.

IV. INFORMATION REPORTS:

All items for discussion only and no final action.

- A. **Monthly Library Directors Report** – Elliot Warren, Acting Library Director
- B. **Recruitment Report for 1st Quarter of FY2020** – Elliot Warren, Acting Library Director
- C. **Recruitment of Director of Library Services** – Danielle McMillian, Associate Human Resources Analyst

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

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.

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.

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 January 10, 2019.

//s//

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

Communications

12/2/2019	Nathan Dahl	Value Labor's input as part of search for next Library Director
12/4/2020	Vlad Kaplan	SEIU 1021 Statement at 12/2/2020 BOLT Meeting
12/9/2019	Berkeley Library Foundation	Berkeley's Libraries - Tomorrow depends on what you do today!

12/10/2019	Berkeley Library Foundation	How libraries change lives - Randy's story
12/23/2019	Berkeley Library Foundation	Looking ahead to a brand new year at the Library
12/29/2019	Berkeley Library Foundation	Reminder: Looking ahead to a brand new year at the Library
12/30/2019	Berkeley Library Foundation	As the year comes to a close - remember



MINUTES
Berkeley Public Library - Board of Library Trustees Regular Meeting
Wednesday, December 4, 2019 6:30 PM

Central Library – 2090 Kittredge Street

Board of Library Trustees:

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

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: 6:30 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

2. Public Comments: 2 speakers.

3. Comments from Library Unions:

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

4. Comments from Board of Library Trustees

- A. **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.
- B. **Trustee Davenport** – Thank you to Claremont Staff for handling recent incident.
- C. **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.
- D. **Trustee Roth** – Really impressed with Claremont Staff for handling recent incident. Thank you to Diane Davenport for her service.
- E. **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 starting in January.

II. 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.

A. 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.

III. ACTION CALENDAR

A. Contract: CPS HR Consulting

Board Discussion regarding amendments to Scope.

Trustee Davenport – the three of us looking at this contract only looked at the contract 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.

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. 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

V. AGENDA BUILDING

- Bylaws

VI. 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.



CONSENT CALENDAR

January 15, 2020

To: Board of Library Trustees
From: Alicia Abramson, Library Information Systems Administrator
Subject: Contract: AMS.Net

RECOMMENDATION

Adopt a Resolution authorizing the Director of Library Services to execute a contract with AMS.Net for the purchase of network firewall hardware and software, installation services and training for Library staff utilizing the MERCED County Fast Open Contracts Utilization Services (FOCUS) program Contract No. 2015109 with AMS.NET as a purchasing vehicle, for the period beginning January 9, 2020 through January 31, 2023, for an amount not-to-exceed (NTE) \$105,000.

FISCAL IMPACTS OF RECOMMENDATION

The FY 2020 Library Tax Fund (101) budget includes funding to support this request in the following accounts:

Cost	Budget Code	Description
\$34,760.00	101-22-242-271-664140	Fortigate 2201E Firewall Replacement
\$60,840.00	101-22-242-271-613130	3-Years Fortigate Unified Threat Protection, 24x7 Forticare plus Application Control, IPS, AV Web Filtering and Anti-Spa FortiSandbox Cloud
\$9,400.00	101-22-242-271-612990	Professional Installation Services and Training

A budgetary adjustment is not needed to accommodate this contract.

CURRENT SITUATION AND ITS EFFECTS

The Merced County FOCUS Contract is a competitively bid procurement vehicle for counties, cities, schools, special districts as well as Federal and State governments to use in the direct purchase of their technology needs through established public entity contracts. The multiple award FOCUS program is offered throughout California and nationally. The purpose of the Merced County FOCUS Contract is to provide the means for counties, cities, schools, special districts and other government entities in California and nationally to purchase their needed technology solutions through a formally bid contractual relationship. FOCUS also provides the means for governments to reduce their costs of procurement while leveraging their dollars with other governments to achieve greater buying power.

BACKGROUND

On June 6, 2019, the Board of Library Trustees of the City of Berkeley authorized, by Resolution No.: R19-027 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.

The project to upgrade the Library's high speed internet services to 10 Gigabytes per second (Gbps) to enable greater access to online resources is one of the Library's Fiscal Year 2020 strategic goals and is

aligned with the City of Berkeley's Strategic Plan under the rubric of "Providing State of the art, Well Maintained Infrastructure, Amenities and Facilities." In order to implement a 10 Gbps connection it is necessary for the Library to replace its current firewall, which has a maximum speed of 1 Gbps with a new system that can handle speeds up to 10 Gbps. The firewall connects the Library to the Internet, manages the traffic over the network and secures the Library's network and from internet based cyber threats including hackers, viruses and malware.

The Library's current firewall is not capable of handling speeds above 1 Gbps. The firewall that the Library has identified as meeting our requirements, the Fortigate 2201E, offers advanced "Third Generation Network Security features," including Unified Threat Management (UTM), intrusion prevention, and antivirus filtering. The system is capable of learning, adapting and shielding the Library's network as new cyber threats evolve and emerge. It also features a simplified management interface which is ideal for lean organizations to implement and manage.

RATIONALE FOR RECOMMENDATION

Library staff consulted with network operations personnel from the Corporation for Education Network Initiatives in California (CENIC) which is the Library's Internet Service Provider (ISP), as well as with City of Berkeley Information Technology staff on the requirements for an appropriate firewall for the Library's anticipated 10 Gbps internet upgrade. The City of Berkeley has standardized on Fortinet Fortigate firewalls and has highly recommended this solution. Whenever possible, the Library selects technology that is used by the City of Berkeley in order to ensure network interoperability between the Library and the City as well as in order to leverage the knowledge and experience of City IT staff who work with these technologies.

ALTERNATIVE ACTIONS CONSIDERED

The MERCED County Fast Open Contracts Utilization Services Contract No. 2015109 with AMS.NET was established after a comprehensive, formal request for proposal process. By utilizing MERCED County Contract No. 2015109 with AMS.Net, the Library has fulfilled the requirement to issue an RFP for equipment and services expenditures exceeding \$25,000.

CONTACT PERSON

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

Attachments:

1: Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R20-____

CONTRACT: AMS.Net

WHEREAS, on June 6, 2019, the Board of Library Trustees of the City of Berkeley authorized, by Resolution No.: R19-027 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; and

WHEREAS, the one of the Library's 2020 Strategic Goals is to "Upgrade the Library's high speed internet services to 10 Gigabytes per second (Gbps) to enable greater access to online resources"; and

WHEREAS, this strategic goal is aligned with the City of Berkeley's Strategic Plan under the rubric of "Providing State of the art, Well Maintained Infrastructure, Amenities and Facilities; and

WHEREAS, the library's current firewall is not capable of handling speeds above 1 Gbps and must therefore be replaced; and

WHEREAS, Library staff researched firewall options and identified the Fortigate Fortinet 2201E as the model best meeting the Library's requirements; and

WHEREAS, Library staff has verified that the best available pricing for this equipment is through the MERCED County Fast Open Contracts Utilization Services Contract No. 2015109 with AMS.NET;

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 a contract with AMS.Net for the purchase of network firewall hardware and software, installation services and training for Library staff utilizing the MERCED County Fast Open Contracts Utilization Services (FOCUS) program Contract No. 2015109 with AMS.NET as a purchasing vehicle, for the period beginning January 9, 2020 through January 31, 2023, for an amount not-to-exceed (NTE) \$105,000.

ADOPTED by the Board of Library Trustees of the City of Berkeley at the January 15, 2020 meeting:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

John Selawsky, President

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



ACTION CALENDAR

January 15, 2020

To: Board of Library Trustees

From: Sophie Hahn, Bolt Trustee, Berkeley Vice Mayor & District 5 Councilmember

Subject: Appointment of the Berkeley City Manager as Staff Lead for the Board of Library Trustees' 2020 Library Director Search

RECOMMENDATION

Adopt a Resolution to appoint the Berkeley City Manager (and her designees, including but not limited to the Human Resources Director) as the Staff Lead for the 2020 Board of Library Trustees' Library Director search, and authorize her and her designees to work with the Board of Library Trustees, the search consultant (CPS HR) and the Library's Human Resources staff to support successful execution of BOLT's search and selection process for a new Library Director.

FISCAL IMPACTS OF RECOMMENDATION

There is no fiscal impact from this recommendation. The City Manager is able to provide these services to the Board of Library Trustees at no cost.

BACKGROUND/CURRENT SITUATION AND ITS EFFECTS

The Board of Library Trustees (BOLT) has recently undertaken a process to define the qualities of the Berkeley Public Library's next permanent Executive Director (ED), and to recruit, select and appoint a new ED who can lead and manage the Library to fulfill its mission: *"support[ing] the individual's right to know by providing free access to information and by developing collections and services which meet the diverse needs of our multicultural community."*

Because the Acting Library Director's position as Deputy Director will report to the new ED, there is a conflict of interest in participating in the Library Director search. The Library's own Human Resources staff has reported being impacted by the need to fill numerous open staff positions within the library. Thus, the Library has limited staff capacity to support BOLT in its extremely important and long anticipated search for a new ED.

Luckily, due to the Library's close relationship with the City of Berkeley, BOLT can access the resources, expertise and leadership available through the City Manager's office and her designees, and the City Manager has indicated her willingness to take on the role of Staff Lead for BOLT's search, should BOLT so request.

City Manager Dee Williams-Ridley has hired and promoted highly qualified leaders for City of Berkeley Departments and within the City Manager's office, and comes from an HR background, having served as Assistant Director of Human Resources for the County of San

**BERKELEY PUBLIC LIBRARY
ACTION CALENDAR REPORT**

Appointment of the Berkeley City Manager as Staff Lead for the
Board of Library Trustees' 2020 Library Director Search

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Mateo before rising to Deputy City Manager and City Manager positions in Modesto and Berkeley. The City's Director of Human Resources, LaTanya Bellow, is a seasoned Human Resources professional with 20 years of experience as a Human Resources leader for public agencies. Both the City Manager and Director of HR have experience working with CPS HR and can provide experienced, professional guidance to BOLT as it carries out the important work of selecting a new Library Director.

ENVIRONMENTAL SUSTAINABILITY

There are no environmental impacts associated with this recommendation.

RATIONALE FOR RECOMMENDATION

Selecting a Library Director is one of the most important duties of the Board of Library Trustees. BOLT depends on staff support to carry out its duties. Library staff is not available to provide the level of support BOLT needs to ensure an excellent and timely search and selection process. Appointing Berkeley's City Manager and her designees as Staff Lead for the search provides access to a well of professional expertise and the support BOLT requires to find and select an exceptional new leader for the Berkeley Public Library.

ALTERNATIVE ACTIONS CONSIDERED

BOLT could undertake the selection process without significant staff support.

CONTACT PERSON

Sophie Hahn, Berkeley Public Library Trustee, Berkeley Vice Mayor and District 5
Councilmember
510-981-7150

Attachments:

- 1) Resolution
- 2) Letter from City Manager Dee Williams-Ridley

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: YY-__

Appointing the Berkeley City Manager as Staff Lead for the Board of Library Trustees' 2020 Library Director Search

WHEREAS, the Board of Library Trustees ("BOLT") is engaged in a search for a new Library Director; and

WHEREAS, BOLT will greatly benefit from staff support and expertise in carrying out the search and selection process; and

WHEREAS, the Berkeley City Manager has indicated her availability, with her Designees, including but not limited to Berkeley's Director of Human Resources, to take on the role of Staff Lead for BOLT's Library Director search at no cost to the Berkeley Public Library; and

WHEREAS, the Berkeley City Manager has sent a letter to BOLT, dated January 9, 2020, confirming such availability and terms; and

WHEREAS, the Berkeley City Manager, Director of Human Resources and other City Staff have decades of expertise in searching for and selecting Department Heads and other Senior Staff in Berkeley and at other large Public Agencies;

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that Berkeley's City Manager, with her Designees, is hereby appointed as the Lead Staff in support of BOLT's 2020 Library Director search and selection process, with the authority to work directly with BOLT, Library HR Staff and BOLT's selected HR consultant, CPS HR to lead and support BOLT's 2020 Library Director search and selection process.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on January 15, 2020 by the following vote:

AYES:

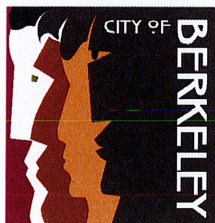
NOES:

ABSENT:

ABSTENTIONS:

John Selawsky, President


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



Office of the City Manager

January 9, 2020

To: Board of Library Trustees

From:  Dee Williams-Ridley, City Manager

Re: Executive Recruitment for Director of Library Services

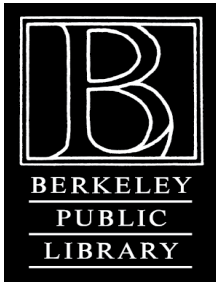
Thank you in advance for requesting the support of the City of Berkeley City Manager and Human Resources Director to oversee the Director of Library Services Executive Recruitment. We appreciate the opportunity to further support your recruitment needs in conjunction with Cooperative Personnel Services (CPS), the consulting firm selected by the Board of Library Trustees.

Our goal is to assist in the administration of the contract, oversight and compliance with the scope of services, participate in closed session meetings, review materials, provide input on candidate qualifications and ensure reference and background checks are fully conducted.

A fair and objective process is critical to hiring successfully and in keeping with the highest standards of recruitment and selection.

LaTanya Bellow and I are happy to support your board in this very important selection process. We are "One City One Team".

cc: Elliot Warren, Acting Director of Library Services
LaTanya Bellow, Human Resources Director
Farimah Brown, City Attorney



ACTION CALENDAR

January 15, 2020

To: Board of Library Trustees

From: Sophie Hahn, BOLT Trustee, Berkeley Vice Mayor & District 5 Councilmember

Subject: Discussion and possible Action on a Path Forward to Complete and Adopt ByLaws for the Board of Library Trustees

RECOMMENDATION

Discuss and possibly take action on a path forward to complete and adopt ByLaws for the Board of Library Trustees.

FISCAL IMPACTS OF RECOMMENDATION

Should BOLT eventually decide to allocate funds to support completion and adoption of ByLaws, the Library may need to allocate up to \$5,000 for a part time, short term drafting assistant such as a paralegal or law student.

BACKGROUND/CURRENT SITUATION AND ITS EFFECTS

The Board of Library Trustees (BOLT) has previously identified the need for ByLaws to be drafted and approved, to provide clarity and guidance for BOLT in carrying out its duties. Currently, BOLT relies on a patchwork of resources including provisions from the City of Berkeley Charter, the Berkeley Municipal Code and BOLT resolutions, which together do not constitute a full set of ByLaws. Although explicitly excluded from being governed by the City of Berkeley's Commissioner's Manual, BOLT has customarily relied on the manual and Robert's Rules of Order to fill in gaps. The result has been inconsistent practices and confusion at important junctures in BOLT's recent history.

Due to this set of circumstances, following best practices for boards, and as recently reinforced by the Berkeley Public Library Organizational Assessment from Moss Adams, BOLT wishes to adopt ByLaws.

A Subcommittee, consisting of Trustees Hunt and Hahn, was appointed to develop ByLaws for consideration and adoption by BOLT. Significant time (over 100 hours) was invested by the office of Vice Mayor Hahn, with input from Trustee Hunt and support from the Library Director,

**BERKELEY PUBLIC LIBRARY
ACTION CALENDAR REPORT**

**Discussion and possible Action on a Path Forward to Complete and Adopt
ByLaws for the Board of Library Trustees**

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to identify source materials and produce draft ByLaws. Work on the ByLaws was eventually paused due to competing demands and the inability of Vice Mayor Hahn's Council office to continue to devote the amount of staff time necessary to complete the project, and a lack of alternative staff available to support the effort.

Repeated efforts were made by the Library Director and Trustee Hahn to identify possible resources in the City Attorney and City Clerk's offices, and the Library Director, despite significant existing responsibilities, took on some of the work himself. Ultimately, the effort to produce a full first draft of ByLaws and manage a process to completion has stalled for lack of a concentrated, focused effort on the part of a staff member available to dedicate the necessary time to the remaining tasks.

Fortunately, much work has already been done to move the ByLaws project forward. A large number of relevant source materials have been identified, important study and decision-making has taken place, and a first draft of BOLT ByLaws is approximately 80% completed. High level legal advice is not necessary to complete the draft; a thorough individual with experience drafting legal language of any kind and a mandate to get the work done could likely complete the first draft in less than a week (including getting "up to speed"). It would then likely take no more than two more weeks' work – spread out over several months – for the drafting assistant to incorporate Subcommittee and then BOLT input, run the ByLaws by the City Attorney and Clerk's offices for review, and help BOLT finalize and adopt ByLaws.

The key issue is how BOLT can obtain the staff resources needed to bring the ByLaws project to completion. Library staff could be allocated by the Director, or BOLT may wish to allocate a small amount of funds to hire a short term, part-time drafting assistant to work with the Subcommittee and BOLT. Assuming 3 - 4 weeks of time at \$30-35 per hour, BOLT may wish to allocate up to \$5,000 for this purpose, and direct the Library Director to work with the ByLaws Subcommittee to identify and hire such an assistant. Allocation of any funds would be contingent on availability of such funds, and action by BOLT at a future date.

Alternatively, BOLT may have other ideas about how to bring the process to a successful completion.

ENVIRONMENTAL SUSTAINABILITY

There are no environmental impacts associated with this recommendation.

**BERKELEY PUBLIC LIBRARY
ACTION CALENDAR REPORT**

Discussion and possible Action on a Path Forward to Complete and Adopt
ByLaws for the Board of Library Trustees

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RATIONALE FOR RECOMMENDATION

Creating ByLaws is important to support the orderly, consistent, fair and transparent conduct of BOLT, and in particular to serve as a clear guide at occasional, inevitable times of stress. Despite much progress already made, the BOLT ByLaws Subcommittee has not been able to access staff resources necessary to finish the ByLaws. To bring this important undertaking to a positive completion, BOLT must determine how the effort will be staffed going forward and, if necessary, allocate funds at a future date.

ALTERNATIVE ACTIONS CONSIDERED

BOLT trustees with availability could complete a first draft and shepherd the process of obtaining and incorporating input from the Subcommittee, BOLT, the City Attorney and the City Clerk. Alternatively, BOLT could retire the project and, if desired, take it up at a future time, with or without staff or consultant support.

CONTACT PERSON

Sophie Hahn, Berkeley Public Library Trustee, Berkeley Vice Mayor & District 5 Councilmember
510-981-7150



INFORMATION REPORTS

Wednesday, January 15, 2020

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

Staff Trainings: Incident Response

Circulation Manager Jay Dickinson and City of Berkeley Occupational Health and Safety Officer Kevin Walker held five Incident Response Training sessions with Library staff in December. At least four more will be held in January to cover those staff-members unable to attend so far. The goal of these trainings is to prepare all staff to be able to better support fellow staff-members' and the community's safety when handling challenging patron incidents.

Among the content covered were the following things:

- When to call 911
- How to call 911
- How to approach patrons
- Interpreting the Library's Rules of Use
- Protecting one's physical safety
- Managing one's response post-incident
- Documenting incidents
- Roles and responsibilities of all staff

In addition, the Library has updated its Staff Security Guidelines which is part of the Library's growing staff handbook designed to support consistent application of the Library's practices.

Programming and Outreach

The Central Library's Central support unit hosts quarterly, all-ages event for families and adults. On December 14, the Library held an interactive winter program which included recycled t-shirt crafts, a scavenger hunt, and a concert by local bluegrass band Solid Gold Stranger. Staff hosted over 90 patrons at this event. Many attendees heard about the event on 510 Families, which featured it as a top event to attend that weekend. Children and adults created headbands, bracelets, belts, and necklaces. Attendees expressed feeling connected with their community and excited to come back to the library for more creative programs.

The Claremont Branch held the first of its four-part *Disaster Preparedness for People with Disabilities and Seniors* series with Walter Delson from Easy Does It, a local non-profit organization that provides emergency attendant care, accessible transportation, wheelchair repair, and assistive device repair for seniors and people with disabilities. 18 patrons were in attendance as Mr. Delson covered basic disaster preparedness and discussed alternative power sources in the event of power outages.

Also at Claremont, local vegan cookbook author Hannah Kaminisky shared her newest baking book, *Sweet Vegan Treats*, with a cross-generational audience of 30 attendees. She talked about her work, shared vegan

baking tips, and everyone who came got a nibble. She stayed for a second sitting with folks who missed the talk but wanted to ask her for help with specific baking issues.

The Claremont Branch's first Big Blue Block Party (made possible by a grant from The Berkeley Public Library Foundation) was a success! For three hours over thirty attendees enjoyed collaborating to build beautiful structures like those featured in the photos.



Berkeley Public Library held its first ever Drag Queen Story Hour with Per Sia, who was the first person to do Drag Queen Story Hour at other SF Bay Area libraries, and also works at an afterschool program. 62 people, from babes in arms to grandparents, enjoyed and sat in rapt attention as Per Sia read the picture books *The Day the Crayons Quit* and *A Day in the Life of Marlon Bundo*, and performed her renditions of popular, kid-friendly songs. At the end, several families and individuals had their picture taken with her. Children's books about gender identity and LGBTQ families were on display, and attendees browsed and borrowed the books.



The Tarea Hall Pittman South branch held numerous programs in December. As part of the THP Social Justice Series, the Library screened *Life After Life*, a documentary that shows the difficulty that those sentenced to life in prison adjusting to freedom when paroled. A discussion took place after the film featuring the Director Tamara Perkins and one of the subjects of the film.

Central Library Improvements

The Library has finalized furniture designs with designer Noll and Tam and is currently awaiting renderings that will allow us to share images of the design with the public.

Staff have completed shifting nonfiction 900s (Travel, Biography, History) to the 1st floor stacks and have moved on to making space on the second floor to enable all of the adult fiction materials to be placed into the reading room during phase one of the construction.

During this phase, a portion of the international languages collection has been placed into the Library's storage area on a temporary basis. These materials are available for patrons to check out, can be found in the catalog, and staff will page the materials for patrons on an as needed basis.

This relatively last minute adjustment was made due to new information being provided by the designer that the current teen area will be inaccessible during phase one of the construction, thus unexpectedly requiring us to identify where to locate teen materials while the new teen area is being built. The cascading effect was a need to identify materials to place temporarily into circulating storage. Over a third of the adult international languages collection has not circulated in over two years and those materials are now in circulating storage on the library's first floor. Once the construction is completed, the materials will be assessed by appropriate librarians for re-shelving on the second floor in a dedicated International Languages area.

Some reference materials will soon be similarly placed into circulating storage. Some reference books will be held at the reference desk for easy access or added permanently to the circulating collection. Reference materials that are currently considerably out of date and lack up-to-date information may be assessed by adult services librarians for possible deselection or permanent storage.

The Library will soon receive approximately 30 mobile shelving units that will eventually be placed in various parts of the newly renovated areas, including the teen room and on the second floor in what is now the reference area. During construction, these shelves will be used to hold the teen materials which will be shelved in the historic lobby.

CENTRAL LIBRARY IMPROVEMENTS

First the Branches. Now... time for Central!

Planned improvements include:



1 COMFORTABLE SPACES

Beautifully designed areas for reading, studying and browsing our collections with a variety of additional seating options on both the 1st & 2nd floors.



2 A PLACE FOR TEENS

Dedicated Teen Room on the 1st floor with engagement, programming, collections and learning opportunities for teens.



3 IMPROVED LIGHTING & FLOORING

Updated flooring on the 1st floor and lighting enhancements throughout the 1st & 2nd floors.



4 PLACES TO GATHER TOGETHER & LEARN

A public programming space on the 2nd floor easily accessible for all.



5 MORE BATHROOMS

Gender neutral bathrooms to ensure safe and comfortable access to bathrooms for everyone.



6 MODERNIZED COMPUTER AREA

Public computer area designed to enable laptop use alongside desktop access.



THANK YOU FOR YOUR UNDERSTANDING THROUGHOUT THE RENOVATIONS.

We can't wait for you to experience the new spaces!

Visit www.berkeleypubliclibrary.org for updates.

Mission Statement and Organizational Visioning

The Library has begun its work with Building Blox Consulting to develop mission and vision statements in line with recommendations developed through last year's organizational evaluation. Building Blox Consulting is a San Francisco Bay Area based consulting firm that has worked with numerous local nonprofits, social justice organizations, and service providers on strategic planning, staff training, and organizational development initiatives. The firm interviewed board members and members of the Joint Labor Management Committee with questions related to core beliefs, the purpose of the library, and the vision of a future library. The firm will be holding a survey of participants and others based upon their initial findings to further drill down some ideas prior to holding a workshop with the board in February.

Collections

Building collections that better reflect the current interests of patrons was identified as a primary strategic goal of the Library in its 2018-2020 collection management plan. That plan identified the following as a primary strategy to improve patrons' experience of the Library:

The Library identifies new trends and responsively pilots at least two new formats or collections to build, assigning frontline staff to market and develop the collections

The Library held a public survey in early 2019 in which many patrons indicated a strong interest in expanded hours and collections at the Tool Lending Library. The Library responded by adding hours to the Tool Lending Library's weekly schedule this summer. Staff also researched the possibility of expanding the Library's collections, identifying a culinary collection as something matching the culture of Berkeley.

In December, 2019, the Library held a survey asking patrons to provide input on what they would like to see in a culinary tools collection. Roughly 1,500 people having participated as of 1/2/20. Participants contributed many ideas that staff had not considered and will be integrated into planning for the collection. Other preliminary results indicate an interest in access to dehydrators, baking gear (bread machine, for example) along with a high interest in many of the ideas presented as options.

The Library is requesting funding for this collection from the Berkeley Public Library foundation.

Library staff reached out to the City of Berkeley Health Department for advisement that will be integrated into the Libraries practices. As with other the lending of other tools, prior to getting access to these tools, patrons will be expected to fill out a waiver stating that they are responsible for safe use of the equipment. The Library has been in contact with other culinary tool lending libraries to help identify best practices with many elements, including with hygiene, instruction, care, selection of tools, and other policies. We have also reached out to culinary arts instructors to identify staff training support prior to developing the collection. The Tarea Hall Pittman South Branch Supervising Librarian Dan Beringhele and Collections Supervising Librarian Bae Smith will be responsible for collection development and developing procedures around the service.

Facilities

The Library is currently assessing the re-upholstery needs throughout the branches and the Central Library. The intent is to extend and protect the functional lifespan of furnishings purchased in the last decade. Materials that cannot be reupholstered will be considered for replacement.

The Library purchased a trailer to facilitate the regular delivery of larger equipment and furniture to and from the branches. This includes such things as the scissors lift and the Charlie Cart culinary programming kit, which can now easily be delivered, reducing the delays otherwise associated with moving such things.

Facilities staff have also be clearing out the Central Library's closets and storage areas of out of date, irreparable, and no-longer-of-use equipment and furnishings, following the Library's and City's Disposal of Library property policies when doing so.

The Central Children's unit is currently considering and assessing the functional needs for the fourth floor's Story Room that is used to hold regular storytimes and other programs. The Library will request funding from the Berkeley Public Library Foundation to redesign that space and to implement a new design. This design will include significant input from children's librarians.

CONTACT PERSON

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



INFORMATION REPORTS

January 15, 2020

To: Board of Library Trustees
From: Elliot Warren, Acting Director of Library Services
Subject: Recruitment Report for 2nd quarter of FY 2020

INTRODUCTION

As discussed at the November BOLT meeting, the Library will provide a written report regarding its recruitment efforts once per quarter to the BOLT. This comprises the first such report and covers the recruitment activities from October through December of 2019 along with current efforts.

FISCAL IMPACT

There is no fiscal impact from this report.

BACKGROUND

Berkeley Public Library, like all City of Berkeley departments, experiences vacancies that are the result of a number of causes:

- Retirements
- New positions created
- Staff transfer or promote to other positions in the City or department
- Resignations and other departures from employment

The Library's recruitment efforts are performed by teams of subject matter experts, generally supervisors and managers, in concert with Human Resources staff, including the BPL Associate Human Resources Analyst and various staff from the City of Berkeley's Human Resources Department. Depending upon the classification for which a recruitment is being performed, there may also be participation by staff in other City departments.

During this quarter, the Library's recruitment efforts have focused upon four classifications:

- Librarian I
- Intermittent Librarian
- Library Assistant
- Senior Building Maintenance Supervisor

Vacancies remain in a number of classifications and specific positions. Most of the vacancies are comprised of single position classifications, i.e. there is only one position to fill for that classification. Others, such as the Library Aide position, are for a good number of positions in different divisions of the Library. Details about current vacancies are included in the "Further Action" area of this report.

Other significant vacancies include the Library Director and a Library Services Manager position. Furthermore, as we fill the Library Assistant positions, additional Library Aide vacancies are created because the Library Assistant recruitment was done as a promotional only recruitment.

CURRENT SITUATION AND ITS EFFECTS

During this quarter (October through December, 2019), 13 staff members were successfully recruited, with four additional currently pending employment offers. Positions filled include the following:

- Four permanent Librarian Is
- Three intermittent Librarian Is
- Five Library Assistants
- One Senior Building Maintenance Supervisor

The pending offers are:

- Two permanent Librarian Is
- Two Library Assistants

Each of these recruitments required effort across many staff, including to develop initial exam questions, to create an exam plan, to assess applications in regards to meeting minimum qualifications, to ensure testing is effectively evaluated, for developing interview questions, to plan for, schedule and hold interviews, to make qualified and final offers, to negotiate salaries, to perform background checks, coordination of onboarding with the unions and many other elements of the process in accordance with Personnel Rules, City HR guidelines, and Memorandum of Understanding.

As a result of Q2 recruitment activities, positions were filled or are pending for the following units:

- Central Adult (4)
- Central Children's (1)
- Central Circulation (3)
- Claremont (2)
- Facilities (1)
- North (2)
- Systemwide (3)
- West (1)

FURTHER ACTION

The recent recruitment of five Library Assistants resulted in the creation of two new Library Assistant vacancies because two 20 hour per week staff-members were promoted to 40 hour per week positions, and are therefore vacating their 20 hour per week positions. These new vacancies are being filled in early January. Other Library Assistants promoted from the position of Library Aide which creates additional Library Aide vacancies.

The Library's current priority is the recruitment of a Library Director. Secondly, the Library Aide, the Assistant Management Analyst, and the Library Services Manager positions are operationally vital and will be the Library's other recruitment priorities in Q3 of FY2020. Additionally, the City of Berkeley will be embarking in January on a recruitment for Building Maintenance mechanics. This is a citywide classification with vacancies in multiple departments, including the Library. Each vacant position is important. As discussed thoroughly at the November BOLT meeting, the Library balances many elements when developing its recruitment work-plan.

There are currently the following vacancies in career positions at the Library, incorporating the new and pending hires:

- Assistant Management Analyst
- Assistant Human Resources Analyst
- Building Maintenance Mechanic
- Librarian I: 1.5 FTE (three part-time positions)

- Library Aide: 4.5 FTE (soon to increase to 5.5 FTE in 11 part-time positions), thus the priority for this coming quarter
- Library Director
- Library Services Manager
- Library Specialist I
- Library Specialist II: 2.5 FTE (three positions)
- Mail Services Aide
- Senior Librarian

There are many key classifications with no current vacancies, including the Supervising Librarian, Library Assistant, and Supervising Library Assistant positions, among others.

CONTACT PERSON

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



INFORMATION REPORTS

[January 15, 2020]

To: Board of Library Trustees

From: Danielle McMillian, Associate Human Resources Analyst

Subject: Recruitment of Director of Library services

INTRODUCTION

The Library has engaged CPS Consulting ("CPS" or "Consultant") to coordinate the Board of Library Trustees' (the "BOLT" or "Board") nationwide recruitment for the position of Director of Library Services ("DOLS"). This written report is intended to provide an update on the process.

FISCAL IMPACT

There is no fiscal impact from this report.

On OBACKGROUND

On December 4, 2019, the Board discussed the CPS's scope of services, including making a "good faith effort" to speak with all members of the Board, the Acting Director of Library Services, other 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 DOLS, as well as the Library's organization, mission and philosophy.

The Board further clarified its desire for both a community and online staff survey for purposes of engagement, an expanded project completion timeline of 5 months, review of marketing and advertising materials by the Board, a search and advertising campaign tailored to reach a broad audience and in particular to reach candidates with a diverse background, and the Board's final review of CPS's recruitment report detailing each qualified candidates' background, experience, education, and accomplishments.

Further, the Board adopted a Resolution authorizing the acting DOLS to execute a contract with CPS for recruitment services for the position of DOLS for an amount not to exceed \$28,000 from December 5, 2019 through May 30, 2020.

On December 13, 2019, after negotiating the agreement terms, the Library executed a service contract for recruitment services with executive search firm CPS Consulting ("CPS" or "Consultant") that incorporated elements discussed by the Board at its December 4, 2019 meeting.

CURRENT SITUATION AND ITS EFFECTS

Since the execution of the contract, the then-board president and the Library's Associate Human Resources Analyst have worked with CPS on developing a work plan detailing the goals and timeline for the project

status and completion. The Library is awaiting further discussion with CPS this week to tailor and finalize the work plan based upon the original 4-month project outline previously discussed in the contract. However, as of January 3, 2020, the beginning phase of the work plan is already underway with an initial meeting between CPS and the Library to discuss Planning and Preparation. The work plan is likely to be completed in the following fashion depending upon the sequential completion of six major milestones:

	Milestone(s)	Timeframe	Activity
1 2 3	Planning & Preparation Stakeholder Engagement Recruitment Materials	Month 1 (January)	Initial meeting; timeline developed; informational surveys; individual BOLT members interviewed; stakeholders interviewed; draft brochure; brochure printed, advertisement plan initiated
4	Active Recruitment	Month 2 (January/February)	Marketing; Aggressive Outreach; Application Process
5	Selection Activities	Month 3 (March)	Preliminary screening based on minimum qualifications and media checks; Client Report meeting with Board at special closed meetings to review Consultant's recommendations regarding leading candidates; determine a short-list of candidates; and develop an interview process
	Selection Activities (continued)	Month 4 (April/May)	Semi-finalist Interviews; Reference Checks; Decision by Board
6	Negotiation of Offer	Month 5 (May)	Background check on finalist; Consultant negotiates a salary offer and terms and conditions of employment; Appointment of selected candidate

FURTHER ACTION

CPS has begun contacting members of the Board to schedule and hold one-on-one engagement meetings, identify community stakeholders, and coordinate kick-off activities to ensure that the process meets the diversity of the Board members' interests.

In January, CPS will launch an online community survey (English/Spanish), engage with stakeholders identified by the Board, and begin advertising two public meetings that will be held in either late January or early to mid-February. The public meetings will be accompanied by office hours held by CPS for further community engagement.

CONTACT PERSON

Danielle McMillian, Associate Human Resources Analyst, (510) 981-6195

Attachments:

1. Contract for Executive Search Firm issued by the City of Berkeley