



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

REGULAR MEETING
Wednesday, 02/05/2020

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 January 15, 2020

From: Elliot Warren, Acting Director of Library Services

Recommendation: Adopt the resolution to approve the minutes of the January 15, 2020 Special Meeting of the Board of Library Trustees.

B. Contract: First Alarm Security And Patrol, Inc. DbA: First Security Services

From: Jay Dickinson, Circulation Services Manager

Recommendation: Adopt a resolution authorizing the Director of Library Services to enter into a contract and any amendments with First Alarm Security & Patrol, Inc. dba: First Security Services for the provision of security services at the Central Library and on request at any Library branch facility for a not-to-exceed amount not to exceed \$550,000 for 36-months, commencing on or about March 1, 2020 through to February 28, 2023, and including the option to extend for two additional 1-year periods for a total at 5 years at a total not to exceed amount of \$900,000.

III. ACTION CALENDAR

A. Review and discuss potential impact of Berkeley Patient Group relocation on the West Branch Library

From: Elliot Warren, Acting Director of Library Services

Recommendation: Review and discuss potential impact of Berkeley Patient Group relocation on the West Branch Library.

IV. INFORMATION REPORTS:

All items for discussion only and no final action.

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

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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.

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 January 30, 2020.

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

Communications

1/11/2020	Carol Denney	Cannabis dispensary & vaping lounge by West Berkeley Library
1/13/2020	Berkeley Public Library Foundation	Library Foundation News & Happenings
1/26/2020	Berkeley Public Library Foundation	Original Watercolors, Chocolate tastings +++ support Berkeley Public Library!



MINUTES
Berkeley Public Library - Board of Library Trustees Special Meeting
Wednesday, January 15, 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, Hunt, Selawsky and Roth.
Trustee Hahn arrived at 6:32 pm.

Absent: None.

Also Present: Elliot Warren, Acting Director of Library Services; Dennis Dang, Administrative & Fiscal Services Manager; Jay Dickinson, Circulation Services Manager; Alicia Abramson, Information Technology Manager; Bae Smith, Supervising Librarian Collection Services; Danielle McMillian, Assoc. Human Resources Analyst; Aimee Reeder; Ass't Management Analyst; Eve Franklin, Administrative Secretary.

2. Public Comments: 1 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) – 0 speakers

4. Comments from Board of Library Trustees

- A. **Trustee Hunt** – reported the Library of Congress has named Jason Reynolds as New National Ambassador for Young People's Literature and the diverse selection of programs on the poster by the first floor elevator in Central Library.
- B. **Trustee Hahn** – Inspired by Jason Reynolds, could we invite him to BPL? Happy New Year and looking forward to the upcoming Author's Dinner.
- C. **Trustee Roth** – Reported on that the New York Times 52 Places to Go included the Calgary Public Library.
- D. **Trustee Selawsky** – We are ready for the challenge of selecting a Library Director, we will get input from staff, union and community.

II. CONSENT CALENDAR

Action: M/S/C Trustee Roth / Trustee Davenport to adopt resolution #R20-001 to approve the consent calendar as presented.

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

A. Approve Minutes of the December 4, 2019 Regular Meeting

From: Acting Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the December 4, 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 #R20-002.

B. Contract: AMA.Net

From: 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.

Financial Implications: None.

Contact: Alicia Abramson, Library Information Systems Administrator

Action: Adopted resolution #R20-003.

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..

Financial Implications: See Report.

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

Action: M/S/C Trustee Hahn / Trustee Hunt to adopt resolution #R20-004 that Berkeley's City Manager, with her Designees, will be a staff partner 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.

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

Trustees Davenport, Hahn, Hunt, Roth and Selawsky

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.

Financial Implications: See Report.

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

Action: Acting Director Warren to research options for getting drafting assistance in writing up the draft bylaws, incorporating Subcommittee and BOLT input into the document, working with the City Attorney and Clerk's offices to review the document, and helping BOLT finalize and adopt the document.

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 Report for 2nd Quarter of FY2020– Elliot Warren, Acting Director of Library Services

From: Acting Director of Library Services

Contact: Elliot Warren, Acting Director of Library Services

Action: Received

C. Recruitment of Director of Library Services–

From: Associate Human Resources Analyst

Contact: Danielle McMillian, Associate Human Resources Analyst

Action: Received

V. AGENDA BUILDING

- Review June 5, 2019 resolution on Director of Library Services Recruitment Process.
- Moss Adams update on what has been done, what is in process of being done, and what still needs to be done.
- Proposing Vaping Lounge near West Branch

VI. ADJOURNMENT

Adjourned at 8.37 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the special meeting of January 15, 2020 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

Wednesday, February 5, 2020

To: Board of Library Trustees
From: Jay Dickinson, Circulation Services Manager
Subject: Contract: First Alarm Security And Patrol, Inc. Db: First Security Services

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to enter into a contract and any amendments with First Alarm Security & Patrol, Inc. dba: First Security Services for the provision of security services at the Central Library and on request at any Library branch facility for a not-to-exceed amount not to exceed \$550,000 for 36-months, commencing on or about March 1, 2020 through to February 28, 2023, and including the option to extend for two additional 1-year periods for a total at 5 years at a total not to exceed amount of \$900,000.

BACKGROUND

Security service during regular hours of operation at the Central Branch and at all branch sites for special events is currently provided under an agreement set to expire February 28, 2020 with First Alarm Security and Patrol, Inc.

Anticipating the upcoming expiration of contracts with the City and the Library, the City, with the Library participating, released RFP Specification number 19-11316-C on April 4, 2019, and subsequently reissued on July 22, 2019 due to unexpected staff turnover at the time of the initial issuance. RFP Specification number 19-11316-C Reissued closed on August 29, 2019 and received six qualified proposals of which all were reviewed and evaluated by a staff committee with representation from Public Works; Parks, Recreation and Waterfront; the Health, Housing & Community Services department, as well as the Library. At the conclusion of these activities, First Alarm Security and Patrol, Inc. was determined to have presented the most responsive offer with the highest qualification score to best meet the City's and Library's security need.

CURRENT SITUATION

Unarmed security guard services are contracted by the Library to perform routine patrol duties at the Central Library, and for limited events at the library branches. The existing Contract (ERMA: 103581-1) for such services has been extended to expire on February 29, 2020. Contract 103581-1, issued to First Alarm Security & Patrol, Inc. began on January 1, 2015 and originated from the 2014 release of Request for Proposals (RFP) Specification number 14-10839-C.

First Alarm Security & Patrol, Inc. is the current vendor providing this service to the Library. This resolution will authorize a new contract for continuing services through to February 28, 2023.

FISCAL IMPACT

The FY 2020 and FY 2021 Library Tax Fund budget includes funding for security services. The funding requested herein is supported by the Library Tax Fund budget. Funding beyond FY 2021 will be budgeted each year pursuant to the Library's annual budgeting process.

The Library is able to secure competitive rates for security services through achieved economies of scale as a participant attached to the City-wide administered RFP (Specification number 19-11316-C Reissued).

The contract with First Security Services for the period of March 1, 2020 through February 28, 2023 is not to exceed \$550,000.

FUTURE ACTION

No future action is necessary.

Attachments

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: 20-___

CONTRACT: FIRST ALARM SECURITY AND PATROL, INC. DBA: FIRST SECURITY SERVICES

WHEREAS, the Berkeley Public Library currently contracts with a vendor to provide security services for the Central Library during public operating hours and at all branch locations for special events; and

WHEREAS, the current contract with First Alarm Security & Patrol, Inc. expires February 28, 2020; and

WHEREAS, a Request for Proposal (Specification number 19-11316-C Reissued) was issued and conducted by the City of Berkeley for like services, in which the Library participated; and

WHEREAS, First Alarm Security & Patrol, Inc. was determined to have presented the most responsive offer with the highest qualification score to best meet the City's and Library's security need; and

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that the proposal by First Alarm Security & Patrol, Inc. is accepted by the Board of Library Trustees of the City of Berkeley and that the Director of Library Services is authorized to execute a contract and any amendments with First Alarm Security & Patrol, Inc. dba: First Security Services for the provision of unarmed security services at the Central Library and on request at any Library branch facility for a not-to-exceed amount of \$550,000 for 36-months, commencing on or about March 1, 2020 through February 28, 2023, and including the option to extend for two additional 1-year periods for a total of 5-years at a total not-to-exceed amount of \$900,000, subject to the annual appropriation of authorized funds.

ADOPTED by the Board of Library Trustees of the City of Berkeley during a regular meeting held on February 5, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

John Selawski, Chairperson

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



CONSENT OR ACTION] CALENDAR

February 5, 2020

To: Board of Library Trustees
From: Elliot Warren, Acting Director of Library Services
Subject: Review and discuss potential impact of Berkeley Patient Group relocation on the West Branch Library

RECOMMENDATION

Review and discuss potential impact of Berkeley Patient Group relocation on the West Branch Library.

FISCAL IMPACTS OF RECOMMENDATION

None.

CURRENT SITUATION AND ITS EFFECTS

On January 11, a City of Berkeley resident sent an email to the Board of Library Trustees. Board President John Selawsky has acknowledged having received the letter. During agenda setting at the January 15 BOLT meeting, Trustee Judy Hunt requested discussing the contents of the letter at a coming board meeting.

BACKGROUND

The Berkeley Patients Group, a permitted cannabis sales retail establishment based in the City of Berkeley, is planning to move its location from 2366 San Pablo Avenue to 1101 University Avenue. The business applied for and has received a zoning certificate from the City of Berkeley Planning Department allowing it to do so.

ENVIRONMENTAL SUSTAINABILITY

Not applicable.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

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

Attachments:

1: Letter to Board of Library Trustees received on January 11, 2020

From: [Berkeley Public Library](#)
To: [Franklin, Eve](#); [BOLT BOLT](#); [Warren, Elliot](#)
Subject: cannabis dispensary & vaping lounge by West Berkeley Library
Date: Saturday, January 11, 2020 2:17:41 PM

A patron just sent message# 13355 to you.

from: Carol Denney

Hello,

I am hoping to speak with others concerned about a proposal to put a marijuana dispensary and vape lounge at University and San Pablo Avenue by our library. Our commercial district is struggling, and has yet to recover from the effects of the 40 Acres dispensary, an unpermitted group which squatted nearby and caused years of crime, traffic disruption, and was an accidental factor in the deaths of three young black men caught up in the drug trade. We still mourn their loss, and their families are devastated. Our neighborhood has schools, childcare centers, cultural centers, even an addiction recovery clinic nearby. Our public library is exactly 417 feet away.

Dispensaries in Berkeley by law dispense discounted or free drugs to low income people, some of whom sell them on the street nearby. My neighbors were caught in the middle of the cash/gunfire nightmare created by the confluence of that street trade and the federal prohibition on marijuana which makes all dispensaries cash-rich crime targets. It took years to organize a nuisance suit to evict the dispensary from our neighborhood. We were successful, but it was exhausting, and changed our neighborhood in ways still apparent today. Families still have to walk through clouds of marijuana and tobacco smoke. Ours was once a thriving mixed-use residential and commercial district now full of street dealing in front of our building, in front of the library, at every bus stop, in the Wells Fargo Bank parking lot. The police are simply no match for it. Security arrangements at this business won't help the impact a block away, as my neighbors and I know well.

I am part of the nonprofit on the corner, an apartment building intertwined with the Wells Fargo Bank and several commercial storefronts. We used to have a stationary store, a shoe store, a hardware store, and a healthy mix of area-serving businesses. Losing this large commercial space will be an extraordinary hardship. But it also violates the spirit of Berkeley's cannabis regulations, which were designed to keep dispensaries in discreet areas with no signage. The proposed dispensary will create a traffic nightmare on our main corridor, a strain on an already dubious commitment to smokefree commercial districts, and is planning a "vaping lounge" just as the Centers for Disease Control and Prevention reported Thursday in the New York Times that as of Tuesday there have been 2,602 cases of vaping-related illness and 57 deaths nationwide. It will also subtract what we need; an area-serving business that would be a compatible fit with the businesses we have.

The Berkeley Patients' Group is a model dispensary in many respects. But at the Jan. 9, 2020 Cannabis Commission presentation it implied that it had the support of local businesses. I walked through our neighborhood talking to merchants afterward, and that is not the case. Our nonprofit had received no notice of this proposal. I found out by accident. The Berkeley Patients' Group had also filled the room with supportive nonprofits to whom they had made "donations," none of them from the neighborhood. The benefit to these groups does not help us.

If you share my concern, Councilmember Rashi Kesarwani (District 1, (510) 981-7110) and Councilmember Cheryl Davila (District 2 (510) 981-7120) need to hear from you. The Berkeley Patients' Group is moving quickly, and has a great deal of money to grease its way. Thank you for any support or recommendation you can give. I would most love to hear that libraries should be treated as the equivalent of schools with respect to their proximity to dispensaries.

Carol Denney
1970 San Pablo Avenue #4
Berkeley, CA 94702
510-548-1512

You can view the complete details and respond to the patron by clicking [this link](#).

If you would like someone else in your department to read and respond to this message, please simply forward this e-mail message to that person.

[Going on Vacation? Set Outlook to forward these messages to a coworker.](#)



INFORMATION REPORTS

Wednesday, February 5, 2020

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

Staff Trainings:

Incident Response: In January, Circulation Manager Jay Dickinson and City of Berkeley Occupational Health and Safety Officer Kevin Walker held three additional incident response training sessions. Five took place in December. The goal of these trainings is to prepare all Library 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.

Charlie Cart: The Central Support unit has organized a training for staff at BPL and adjoining public libraries to learn to use the Charlie Cart for public library programming. The Charlie Cart is a hands-on food education program and the Library recently purchased one to facilitate culinary programming. The training takes place on January 30 and will be facilitated by staff from the Charlie Cart project.

Survey: Culinary Tools Collection:

To prepare for the building of a culinary tools collection, the Library offered a community survey that asked people to indicate which possible tools they would likely want to check out. Here are some highlights:

- 1,697 responses; 80% COB residents
- 65% have checked out tools from the Tool Lending Library before; 25% have checked out tools more than 10 times.
- 5% have attended a BPL culinary-themed program
 - Many noted that they did not know the Library holds culinary classes
 - Of those who have attended, the cheese-making classes, Café Ohlone, vegan classes, and Culinary Kids at Claremont were mentioned several times
- 95% find recipes online; 66% get them from friends & family; 51% buy cookbooks; 42% borrow cookbooks from the Library

Which of the following items would you likely check out from Berkeley Public Library?		
Answer Choices	Responses	
Dehydrator	57.87%	982
Knife Sharpeners	46.49%	789
Ice Cream Maker	41.60%	706
Specialty Baking Pans (Bundt, Springform, etc.)	35.89%	609
Air Fryer	32.35%	549
Sous Vide Machine	32.29%	548
Canning Tools	30.23%	513
Stand Mixer	26.99%	458
Electric Pressure Cooker (Instant Pot, etc.)	25.34%	430
Cider Press	23.98%	407
Other (please specify)	22.57%	383
Fruit Processing Tools (Apple Corer, Cherry Pitter, etc.)	20.04%	340
Food Processor	18.74%	318
Thermometers (Thermopop, Candy, etc.)	17.62%	299
Electric Grain Mill	16.91%	287
Coffee Roaster	15.09%	256
Hand Immersion Blender	11.73%	199
Roasting Pans/Racks	11.14%	189
Dutch Oven	10.14%	172
Slow Cooker	9.37%	159
Mini-Convection Oven	8.31%	141
Lemon Juicer	5.30%	90
	Answered	1697

23% had suggestions for other items. **Top requests** were:

- Pasta maker
- Meat grinder
- Blender
- Bread machine
- Vacuum sealers
- Deep fryers
- Espresso machine
- Induction cooktop
- Juicer
- Vitamix
- Waffle iron
- Yogurt maker

The collection will be developed by the Tool lending Library's Supervising Librarian, Dan Beringhele and Collections Supervising Librarian Bae Smith, incorporating this community input.

Programming and Outreach

On January 25, the Tarea Hall Pittman South Branch held a screening of the documentary *Drawn Together: Comics, Diversity and Stereotypes* followed by a Q & A with Director Harleen Singh as part of the THP Social

Justice Series. The film follows three artists working in comics who are challenging stereotypes and bringing diverse voices to the comic book community. 19 people attended.

Local author Jenny Odell discussed her book, *How To Do Nothing: Resisting The Attention Economy*, at the Central Library on January 18 as part of the Library's New Year, New You programming. Over 100 adults attended along with staff from Pegasus Books. Ms. Odell explained her practice as an artist, her background growing up in the Bay Area, birdwatching, and how she currently works with her students at Stanford University. Attendees walked away from this event feeling inspired and motivated to engage in their passions.

Staff from the Central Support Unit held four, *Drop In eReader Help* events at the Central Library's first floor. Staff set up this service opposite the Central Library's front door, which brought patrons seeking the service immediately to the event and also created a welcoming atmosphere. Staff were able to provide directional assistance as patrons entered the building and were able to engage with a good number of patrons with eReader/e-resource questions. All patrons who attended were not brand new eReader users, but were familiar with their devices and wanted to learn about the online resources that the library provides and how to access them. Staff educated patrons about library resources such as Overdrive, Hoopla, Kanopy, and enki. One patron commented that by attending *Drop In eReader Help*, "You have made my commute 100% better, I am thrilled to know that I can get e-books and e-audiobooks from the library for no cost, rather than paying for them." Staff discovered that the majority of the patrons who attended learned of the events via monthly library newsletter. North Branch also holds a monthly drop-in tech help session that focuses upon access to e-books and e-audiobooks through the Library.

On Saturday, January 18, families came out in force for the Claremont Branch's second Big Blue Block Party. Children collaborated to create structures they were proud of and helped staff pack away the blocks when the session ended. We had 45 attendees for this session (the first session drew 30, so word is getting out.) Adults and children consistently ask about future sessions and Claremont Branch staff are planning several more for spring.

On January 24, at the Claremont Branch, twenty people attended the first session of the *Cooking Matters* series presented by *18 Reasons San Francisco*. *18 Reasons* staff led a discussion about healthy snacking and reading nutrition labels. Patrons made trail mix with ingredients from Berkeley Bowl's bulk bins, yogurt parfaits with fresh fruits, and hummus with carrots and celery for dipping.

On January 11, Coventry and Kaluza entertained 111 children and their caregivers at the Tarea Hall Pittman South Branch with their *Circus Arts* performance including acrobatics, juggling, and audience participation.

The Tool Lending Library hosted a *Stone Building in the Garden* class with Gold Finch Designs on January 18. The 34 attendees learned about materials selection for natural stone building projects and tool lending library staff reviewed various tools useful for such work.

Sixteen *North Branch Book Club* participants came together on January 15 to discuss Daniel Mason's *The Winter Soldier*, making for lively discussion! Staff provided a book display to highlight next month's author, Edith Wharton.



Cooking Matters series at Claremont Branch

Lawyers in the Library (LITL) has returned to Berkeley Public Library! LITL is a program providing free legal information and referrals. The program is co-sponsored by Alameda County Bar Association, Legal Access Alameda. Local volunteer lawyers provide free consultations for up to 15 minutes. These appointments are available at the Central Library on the 2nd Tuesday of every month on a drop-in basis. The *Lawyers in the Library* program supports Legal Access' vision of equal access to legal information in Alameda County. This past month, we had patrons come in for appointments, all of whom heard about the program via our website.

Central Library Improvements

D.L. Falk began construction work for the Central Library Improvements project on Monday, January 27. The project is divided into three phases.

Phase 1 (approximately January 27 through June 27): Creation of teen room; transformation of reference room to an open, flexible seating and public performance area with shelving for mystery books and newspapers; and the transformation of the current teen area into a shelving area for International Languages or Science Fiction collections (TBD). Includes new lighting, flooring, furnishings, doors, windows, and more

Phase 2: (July through September): Update of public computer area, creation of gender neutral bathrooms, creation of new reference stacks and additional shelving throughout, new service desk, and new seating area. Includes re-flooring and new lighting.

Phase 3: (Dates TBD): First floor renovations to circulation desk area, including re-flooring, and new furnishings and fixtures including additional public seating.

In addition, the Library will be installing new technology, including a wayfinding system, gaming technology in the teen area, and a new laptop lending machine on the second floor.

Circulation staff completed a huge amount of work moving materials to new locations. This work was supported by that of Collections and IT staff who made many changes to the Library's catalog to enable the catalog to accurately reflect changes. Additionally, Administrative staff created numerous signs and online messages, including changes to the public website and the creation of a webpage banner. It was truly a team effort!

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.

Friends of the Berkeley Public Library

The Friends of the Berkeley Public Library provided a check for \$60,000 to complete the \$120,000 its board had pledged to the Library for Fiscal Year 2020. The Library has used roughly \$50,000 of the money so far provided. Money donated by the Friends of the Library supports public programming, including the Summer Reading Program. It also supports Library training efforts.

The Library's current public programming goals are the following:

Medium Term Goals:

- Patrons interact with diverse people, communities & ideas at Berkeley Public Library
- Patrons see the library as a place to learn, experience, explore in community
- Patrons recommend library services & resources to others

Long Term Goals:

- Berkeley Public Library is seen as a community hub – a place of community connection
- Berkeley Public Library is seen as a gateway/ access point for community resources
- Berkeley Public Library is seen as a partner for individual & community growth & exploration

The Library has identified the following programming priorities intended to help the Library meet those goals:

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

The Library shared these goals and priorities with the friends prior to receiving their FY 2020 pledge.

Berkeley Public Library Foundation

The Berkeley Public Library Foundation board recently approved two funding requests from the Library:

- \$28,000 to jumpstart a culinary tools collection for the Tool Lending Library
- \$60,000 to support design and construction services to refurbish the Central Library's 4th floor storyroom.

Additionally, the Foundation will support the purchase of wayfinding technology as part of the Central Library Improvements project pledge.

Special thanks to the staff who worked on these requests, adding a high degree of creativity:

- Alicia Abramson
- Dan Beringhele
- Erica Dean-Glenn
- Vlad Kaplun
- Joy Shiohita
- Bae Smith

Workshop and Consulting on Library-Social Work Collaboration

The Library is in communications with author Sara Zettervall for her to provide a staff workshop grounded in content from the book, *Whole Person Librarianship: A Social Work Approach to Patron Services* (Libraries Unlimited, 2019). Co-authored by the workshop presenter, the work mines extensive, original research of on-the-ground practice to describe scalable approaches to library-social work collaboration, weaving in information on best practices in working with community partners and applying social work concepts to library service. The ultimate objectives of the authors' approach are improving library staff empathy and intercultural understanding, and providing tools for continuous improvement of public services to welcome all patrons into the library. Training outcomes specific to BPL include:

- Participants will understand the basics of library-social work collaboration, including issues that may arise with the hire of a full-time social worker at BPL.
- Participants will be able to describe social work concepts such as person-in-environment, cultural humility, and reflective practice.
- Participants will apply at least one of the above concepts to an activity focused on their own work in a library setting.

The primary goal is for Library staff to leave feeling grounded and ready to begin what the author calls an "ongoing practice of relationship-based library service." Board members will be invited to attend.

Secondly, the consultant will meet separately with Library management to support and advise on the process for orienting, planning for, and overseeing the work of a social worker at the Library.

CONTACT PERSON

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



INFORMATION REPORTS

[February 5, 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 BACKGROUND

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’s Associate HR Analyst and Trustee Davenport are actively engaged with CPS in carrying out the workplan which models the contract’s scope of services. 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	Planning & Preparation	Month 1 (January)	Initial meeting; timeline developed; informational surveys; individual BOLT members interviewed; stakeholders interviewed; draft brochure; brochure printed, advertisement plan initiated
2	Stakeholder		
3	Engagement Recruitment Materials		
4	Active Recruitment	Month 2 (February/March)	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 contacted members of the Board to hold one-on-one engagement meetings.

To date, CPS is steadily moving forward with expansive community engagement activities, already having had in depth discussions with key stake holders such as each member of BOLT, representatives from the Friends of the Berkeley Public Library, the Berkeley Public Library Foundation, and all Unions. These engagement meetings have helped CPS to identify other community stakeholders and will assist CPS in coordinating kick-off activities to ensure that the process meets the diversity of the Board members’ and community members’ interests.

Further, CPS is attentive in seeking the assistance of the Library’s Associate HR Analyst and Administrative staff to plan, schedule, and notify the public of two community meetings as well as extensive office hours at Central and each branch location scheduled for this month. Further, CPS and Library staff are working closely to development recruitment materials for review by the Board prior to dissemination. Library HR continues to work collaboratively with City HR on the technical aspects of the recruitment such as incorporating CPS’s recruitment materials into the Library’s exam plan and announcement for the

anticipated opening of the DOLS recruitment on the City HR website in late February. Prior to and in conjunction with the anticipated public announcement and opening of the recruitment to potential applicants, both CPS and the Library are engaging in live outreach events such as the American Library Association Mid-Winter Conference in Philadelphia, PA and the Public Library Association Conference in Nashville, TN.

CONTACT PERSON

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

Attachments:

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