



**BERKELEY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES**

**EMERGENCY MEETING**  
Saturday, 03/14/2020

**AGENDA**  
1:30 PM

Central Library  
2090 Kittredge Street  
Community Meeting Room

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 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.*

**II. ACTION CALENDAR**

**A. Suspend Public Access to Library facilities during the COVID-19 State of Emergency**

**From:** Elliot Warren, Acting Library Director

**Recommendation:** Approve a resolution to suspend public access to Library facilities during the COVID-19 state of emergency at the discretion of the Acting Director of Library Services.

**III. 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 emergency 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 March 13, 2020.

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

**State of California**

**GOVERNMENT CODE**

**Section 54956.5**

---

54956.5. (a) For purposes of this section, “emergency situation” means both of the following:

(1) An emergency, which shall be defined as a work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both, as determined by a majority of the members of the legislative body.

(2) A dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that requiring a legislative body to provide one-hour notice before holding an emergency meeting under this section may endanger the public health, safety, or both, as determined by a majority of the members of the legislative body.

(b) (1) Subject to paragraph (2), in the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, a legislative body may hold an emergency meeting without complying with either the 24-hour notice requirement or the 24-hour posting requirement of Section 54956 or both of the notice and posting requirements.

(2) Each local newspaper of general circulation and radio or television station that has requested notice of special meetings pursuant to Section 54956 shall be notified by the presiding officer of the legislative body, or designee thereof, one hour prior to the emergency meeting, or, in the case of a dire emergency, at or near the time that the presiding officer or designee notifies the members of the legislative body of the emergency meeting. This notice shall be given by telephone and all telephone numbers provided in the most recent request of a newspaper or station for notification of special meetings shall be exhausted. In the event that telephone services are not functioning, the notice requirements of this section shall be deemed waived, and the legislative body, or designee of the legislative body, shall notify those newspapers, radio stations, or television stations of the fact of the holding of the emergency meeting, the purpose of the meeting, and any action taken at the meeting as soon after the meeting as possible.

(c) During a meeting held pursuant to this section, the legislative body may meet in closed session pursuant to Section 54957 if agreed to by a two-thirds vote of the members of the legislative body present, or, if less than two-thirds of the members are present, by a unanimous vote of the members present.

(d) All special meeting requirements, as prescribed in Section 54956 shall be applicable to a meeting called pursuant to this section, with the exception of the 24-hour notice requirement.

(e) The minutes of a meeting called pursuant to this section, a list of persons who the presiding officer of the legislative body, or designee of the legislative body, notified or attempted to notify, a copy of the rollcall vote, and any actions taken at the meeting shall be posted for a minimum of 10 days in a public place as soon after the meeting as possible.

(Amended by Stats. 2002, Ch. 175, Sec. 2. Effective January 1, 2003.)





**ACTION CALENDAR**

March 14, 2020

**TO:** Board of Library Trustees  
**FROM:** Elliot Warren, Acting Director of Library Services  
**SUBJECT:** Authorize Director of Library Services to Take Necessary Actions to Align Library Services and Public Access to Facilities with Goals and Methods Recommended by Public Health Officials during Declared State of Emergency

**RECOMMENDATION**

Adopt the resolution to authorize the Director of Library Services to take necessary action to align Library services and public access to Library facilities with goals and methods recommended by public health officials during the declared local, state, and federal state of emergency associated with COVID-19. This includes closure to public of Library facilities and any other steps necessary to protect public health

**FISCAL IMPACT**

There is no foreseen significant fiscal impact. No layoffs will be authorized by this resolution. Permanent full-time and part-time Library staff will be assigned useful work during the duration of the state of emergency; intermittent staff already scheduled to work will be assigned appropriate tasks. The Library may see some savings related to a marginal reduction of contracted services, however, due to the importance of providing access to bathrooms and water downtown, the Library will need to move forward with portable toilet access at the Central Library.

**BACKGROUND**

COVID-19 presents a significant public health emergency and the City of Berkeley City Manager proclaimed a state of emergency on March 3, 2020. Since then, the City of Berkeley and the Library have taken significant steps to protect the safety of community members and staff, including calling the Emergency Operations Team to develop protocols and identify service gaps, suspension of public programming, ongoing cleaning of surfaces, and provision of accurate, reliable information throughout the City. On March 4, 2020, Governor Newsom declared a State of Emergency and on March 13, 2020, president Trump declared a national State of Emergency. In the San Francisco Bay area, COVID-19 continues to spread through community contact, with Alameda County now facing increased spread. There is an urgent need to reduce social contact through rigorous social distancing practices.

**CURRENT SITUATION AND ITS EFFECTS**

On March 13, 2020, the City of Berkeley Public Health Officer advised Acting Director of Library Services Elliot Warren that rigorous social distancing practices are necessary to support the community efforts to slow the spread of COVID-19. Of significant concern in the BPL facilities is the density of contact and length

of time people spend within the facility. Each of these is a factor when considering taking steps to increase social distancing. There is no practical way to limit the amount of time people spend within the Library and the branch libraries do not afford the ability to both provide access and ensure a 6-foot spread between patrons.

**BOARD OF LIBRARY TRUSTEES**  
**RESOLUTION NO: R20-\_\_\_**

**ADOPTION OF RESOLUTION TO AUTHORIZE DIRECTOR OF LIBRARY SERVICES TO TAKE NECESSARY ACTIONS TO ALIGN LIBRARY SERVICES AND PUBLIC ACCESS TO FACILITIES WITH GOALS AND METHODS RECOMMENDED BY PUBLIC HEALTH OFFICIALS DURING DECLARED STATE OF EMERGENCY**

WHEREAS, local, state, and federal authorities have declared a State of Emergency due to the continued spread of COVID-19; and

WHEREAS, the City of Berkeley Public Health Officer, Lisa Hernandez, has advised that all businesses and individuals consider ways to enact social distancing practices to slow down the spread of COVID-19; and

WHEREAS, the Library can continue to provide remote access, including access to a wide array of electronic services; can provide access to reference services by phone and email; and can assign work to staff that matches the mission of the City of Berkeley and Berkeley Public Library during the duration of the emergency; and

WHEREAS, the Board of Library Trustees by vote may authorize the Director of Library Services to alter the public hours of Berkeley Public Library and take any other necessary actions to align services with public health officer recommendations intended to reduce spread of COVID-19; and

WHEREAS, by taking action to authorize the Director to take such actions, the BOLT will support the goals of the City, State and Federal governments to protect the safety and health of all residents;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve authorizing the Library Director to take necessary actions, including changing hours and degree of public access to Library facilities, to align library services, staff assignments, and public access points with goals and methods recommended by public health officials, particularly City of Berkeley Public Health Officer Lisa Hernandez, during declared state of emergency as a result of the COVID-19 pandemic

ADOPTED by the Board of Library Trustees of the City of Berkeley at a Special Meeting held on March 14, 2020:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

---

John Selawsky, President

---

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