



**MINUTES**  
**Berkeley Public Library - Board of Library Trustees Regular Meeting**  
**Wednesday, May 6, 2020 6:30 PM**

This meeting was conducted exclusively through videoconference and teleconference.

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:** 6:33 pm.

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

Absent: None.

Also Present: Elliot Warren, Acting Director of Library Services; Alicia Abramson, Information Technology Manager; Dennis Dang, Administrative and Fiscal Services Manager; Jay Dickinson, Circulation Services Manager; Danielle McMillian, Assoc. Human Resources Analyst; Aimee Reeder; Ass't Management Analyst; Eve Franklin, Administrative Secretary. Pam Derby, CPS HR Consulting; Susan Hildreth, CPS HR Consulting

2. **Public Comments:** 0 speakers.

3. **Comments from Library Unions:**

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

4. **Comments from Board of Library Trustees**

- A. **Trustee Davenport** I have been watching Urban Libraries Council updates from various library directors.
- B. **Trustee Hunt** – Libraries are really being impacted by COVID-19. I'm glad we are going to be discussing the budget, I've been reading how libraries are the first organizations cut in city governments in terms of budget.
- C. **Trustee Roth** – no comments at this time.
- D. **Trustee Hahn** – Gratitude to library staff who are doing a wide variety of incredibly important work for the city. Berkeley has done an extraordinary job. I hope we can have a future report detailing the efforts of library staff during COVID-19.
- E. **President Selawsky** – Thank you to all staff. Thank you to Elliot, Alicia and Eve for arranging this meeting. Thank you to Danielle and Diane for continuing to work on the Director recruitment. Thank you to all City of Berkeley staff and community on taking this very seriously.

**II. CONSENT CALENDAR**

Action: M/S/C Trustee Davenport / Trustee Hunt to adopt resolution #R20-013 to approve the consent calendar minus Item D.

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

**A. Approve Minutes of the March 4, 2020 Regular Meeting**

From: Acting Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the March 4, 2020 Regular Meeting of the Board of Library Trustees as amended.

Financial Implications: None.

Contact: Elliot Warren, Acting Director of Library Services

Action: Adopted resolution #R20-014.

**B. Approve Minutes of the March 14, 2020 Special Meeting**

From: Acting Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the March 14, 2020 Special Meeting of the Board of Library Trustees as amended.

Financial Implications: None.

Contact: Elliot Warren, Acting Director of Library Services

Action: Adopted resolution #R20-015.

**C. Contract: One Workplace**

From: Elliot Warren, Acting Director of Library Services

Recommendation: Adopt a resolution authorizing the acting Director of Library Services to execute an agreement and any amendments with One Workplace, LLC for the procurement of furniture, and associated delivery, temporary storage, and installation services for the Central Library's Central Improvements project, during the anticipated period from June 1 2020 through March 31, 2021 or thereabout in an amount not to exceed \$56,974.22.

Contact: Elliot Warren, Acting Director of Library Services

Action: Adopted resolution #R20-016

**D. Contract: KBM Hogue**

This item was pulled from Consent for clarification. The Agenda listing for Consent Calendar, Item D listed information about item C. The full report contained correct information for the KBM Hogue item.

From: Elliot Warren, Acting Director of Library Services

Recommendation: Adopt a resolution authorizing the acting Director of Library Services to execute an agreement and any amendments with KBM Office Equipment, Inc. (doing business as "KBM Hogue") for the procurement of furniture, and associated delivery, temporary storage, and installation services for the Central Library's Central Library Improvement Project, during the anticipated period from June 1, 2020 through March 31, 2021 or thereabout in an amount not to exceed \$273,600.61.

Action: M/S/C Trustee Roth / Trustee Davenport to adopt resolution #R20-017 to adopt a resolution authorizing the acting Director of Library Services to execute an agreement and any amendments with KBM Office Equipment, Inc. (doing business as "KBM Hogue") for the procurement of furniture, and associated delivery, temporary storage, and installation services for the Central Library's Central Library Improvement Project, during the anticipated period from June 1, 2020 through March 31, 2021 or thereabout in an amount not to exceed \$273,600.61.

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

**III. ACTION CALENDAR**

**A. Biennial Budget Update FY 2021 – Library Tax Fund (101)**

Elliot Warren and Dennis Dang reviewed progress to date followed by Board discussion.

From: Dennis Dang, Administrative and Fiscal Services Manager

Recommendation: Adopt a resolution revising the adopted Library Tax Fund (101) revenue budget for FY 2021 to incorporate projected revenue based on the Fiscal Year 2019-20. All other Library Fund revenue budgets remain unchanged.

The Library is not seeking any revision to the FY 2021 expenditure budget for any Library Fund due to the present high degree of uncertainty in regards to revenues and expenditures stemming from the Covid-19 situation and existing Shelter-in-Place order.

Financial Implications: See report

Contact: Dennis Dang, Administrative and Fiscal Services Manager

Action: M/S/C Trustee Hahn, Trustee Davenport to recommend to City Council that they not increase the library tax fund for the 2021 fiscal year by any amount.

Action: 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** – Danielle McMillian, Associate Human Resources Analyst  
Danielle McMillian, Pam Derby and Susan Hildreth provided an update.

From: Associate Human Resources Analyst

Contact: Danielle McMillian, Associate Human Resources Analyst

Action: Received

**C. City Council District Redistricting Process Summary**

From: Dee Williams-Ridley, City Manager

Contact: Dee Williams-Ridley, City Manager

Action: Received

#### V. AGENDA BUILDING

- Budget
- Director Search
- Director Onboarding and evaluation Process/Goals
- Building Blox report of Mission Statement

#### VI. ADJOURNMENT

Adjourned at 8:11 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of May 6, 2020 as approved by the Board of Library Trustees

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

Attachments: none.