



MINUTES
Berkeley Public Library - Board of Library Trustees Regular Meeting
Wednesday, July 1, 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:** 6:32 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;

2. **Public Comments:** 1 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) – speakers

C. Public Employees Union, LOCAL 1 – 0 speakers

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

A. **Trustee Roth** – Really looking forward .

B. **Trustee Hahn** – Gratitude to staff all around.

C. **Trustee Selawsky** – BOLT had a productive meeting on 6/24. Thanked Board. Hold meeting in honor and memory of Margy Wilkinson.

II. CONSENT CALENDAR

Action: M/S/C Trustee Roth / Trustee Hunt to adopt resolution #R20-32 to approve the consent calendar.

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

A. Approve Minutes of the June 3, 2020 Regular Meeting

From: Acting Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the June 3, 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 #R20-33.

B. Approve Minutes of the June 4, 2020 Special Meeting

From: Acting Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the June 4, 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 #R20-34.

C. Approve Minutes of the June 24, 2020 Special Meeting

From: Acting Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the June 24, 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 #R20-35.

D. Formal Bid Solicitation and Request for Proposal for Central Library Stucco Restoration Project

From: Acting Director of Library Services

Recommendation: Adopt a resolution for proposal or invitation for bid that will be, or is planned to be, issued upon final approval by the Library. All contracts over the Director of Library Services' threshold will be returned before the Board of Library Trustees for final approval.

Financial Implications: See report.

Contact: Elliot Warren, Acting Director of Library Services

Action: Adopted resolution #R20-036.

E. Contract: Bug ID, Inc.

From: Acting Director of Library Services

Recommendation: Adopt a resolution authorizing the acting Director of Library Services to execute an agreement and any amendments with Bug ID, Inc. for the procurement of audio equipment, and associated delivery and installation services for the Central Library Improvement Project during the anticipated period from July 1, 2020 through December 31, 2021, or thereabout, in an amount not to exceed \$107,000.00.

Financial Implications: See report.

Contact: Elliot Warren, Acting Director of Library Services

Action: Adopted resolution #R20-037.

F. FY2021 Budget Amendment (AAO).

From: Dennis Dang, Administrative and Fiscal Services Manager

Recommendation: Adopt the resolution amending the FY 2021 approved Expenditures Budget for the BPL Foundation Fund (105) to \$600,000 from \$100,000 to accommodate the value of awarded contracts for furniture, fixtures, and equipment for the Central Library Improvement Project.

Financial Implications: See report.

Contact: Dennis Dang, Administrative and Fiscal Services Manager

Action: Adopted resolution #R20-038.

G. Fiscal Year 2020 Purchase Authorization in Excess of Director of Library Services' Granted Authority

From: Acting Director of Library Services

Recommendation: Adopt the resolution authorizing the Director of Library Services to enter into fiscal year 2021 purchase agreements and approve payments to specified vendors for services encompassing utility, telephone and intranet/internet services, library materials, state taxes, professional services, and office supplies that may exceed the director's delegated spending authority of \$50,000 for services and \$100,000 for goods, materials, and equipment.

Financial Implications: See report.

Contact: Elliot Warren, Acting Director of Library Services

Action: Adopted resolution #R20-039.

III. ACTION CALENDAR

A. Acceptance and Adoption of the Mission and Vision Statement produced by BuildingBlox Consulting, LLC for Berkeley Public Library

From: Acting Director of Library Services

Recommendation: Adopt the resolution to formally accept and adopt for Berkeley Public Library the Mission and Vision Statement presented to the board at its regular BOLT meeting on June 3, 2020.

Financial Implications: See report

Contact: Elliot Warren, Acting Director of Library Services

Action: M/S/C Trustee Davenport / Trustee Roth to adopt resolution #R20-040.

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. Procedures for Communications to the Board from the Community – Elliot Warren, Acting Director of Library Services

Elliot Warren provided a presentation.

From: Acting Director of Library Services

Contact: Elliot Warren, Acting Director of Library Services

Action: Received

C. Summer Reading Program Overview – Erica Glenn, Senior Librarian

Erica Glenn provided a presentation.

From: Senior Librarian

Contact: Erica Glenn, Senior Librarian

Action: Received

D. Recruitment of Director of Library Services – Danielle McMillian, Associate Human Resources Analyst

Pam Derby, CPS HR provided an update.

From: Associate Human Resources Analyst

Contact: Danielle McMillian, Associate Human Resources Analyst

Action: Received

V. AGENDA BUILDING

- Send to Elliot Warren or Eve Franklin

VI. ADJOURNMENT

Adjourned at 8:12 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of July 1, 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:

1. Procedures for Communications to the Board from the Community Presentation
2. Summer Reading Program Overview