



## BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

**SPECIAL MEETING**  
Wednesday 08/12/2020

**AGENDA**  
6:30 PM

This Meeting Will Be  
Conducted Exclusively  
Through Videoconference And  
Teleconference

Commission Members:

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

### **PUBLIC ADVISORY:**

**This Meeting Will Be Conducted Exclusively Through Videoconference And Teleconference**

*Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the August 12, 2020 meeting of the Board of Library Trustees will be conducted exclusively through teleconference and Zoom videoconference. Please be advised that pursuant to the Executive Order and the Shelter-in-Place Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, there will not be a physical meeting location available.*

*To access the meeting remotely: Join from a PC, Mac, iPad, iPhone, or Android device: Please use this URL <https://us02web.zoom.us/j/83480196804>. use the drop down menu and click on "rename" to rename yourself to be anonymous. To request to speak, use the "raise hand" icon by rolling over the bottom of the screen.*

*To join by phone: Dial [1-669-900-9128](tel:1-669-900-9128) and enter Meeting ID: [834 8019 6804](tel:834-8019-6804). If you wish to comment during the public comment portion of the agenda, Press \*9 and wait to be recognized by the Chair. NOTE: Your phone number will appear on the screen.*

*To submit an e-mail comment during the meeting to be read aloud during public comment, email [BOLT@cityofberkeley.info](mailto:BOLT@cityofberkeley.info) with the Subject Line in this format: "PUBLIC COMMENT ITEM ##." Please observe a 150 word limit. Time limits on public comments will apply. Written comments will be entered into the public record.*

*Please be mindful that the teleconference will be recorded as any Board of Library Trustees meeting is recorded, and all other rules of procedure and decorum will apply for Board of Library Trustees meetings conducted by teleconference or videoconference.*

*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 [Eve Franklin, Administrative Secretary, \(510\) 981-6102](mailto:Eve.Franklin@cityofberkeley.info). The Board of Library Trustees may take action related to any subject listed on the Agenda.*

## **I. PRELIMINARY MATTERS**

### **A. Roll Call**

### **B. Public Comment (Limited to Agenda Items)**

*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. Public Reports of actions taken pursuant to Government Code Section 54957.1.**

### **B. Appointment of Director of Library Services**

**From:** John Selawsky, President, Board of Library Trustees

**Recommendation:** Adopt a Resolution confirming the appointment of Tess Mayer to be Director of Library Services for the Berkeley Public Library effective September 21, 2020 at an annual salary of \$205,000 and a one-time signing bonus of \$15,000.

**III. 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.*

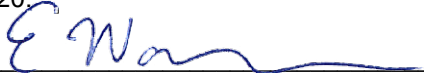
*Any writings or documents provided to a majority of the commission regarding any item on this agenda will be made available for public inspection at the Berkeley Public Library Administration Office located at 2090 Kittredge Street - 3rd Floor Admin Wing, Berkeley, CA 94704.*



**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 August 11, 2020.

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



**ACTION CALENDAR**

August 12, 2020

**TO:** Board of Library Trustees

**FROM:** John Selawsky, Chairperson, Board of Library Trustees

**SUBJECT:** APPOINTMENT OF DIRECTOR OF LIBRARY SERVICES

**RECOMMENDATION**

Adopt a Resolution confirming the appointment of Tess Mayer to be Director of Library Services for the Berkeley Public Library effective September 21, 2020 at an annual salary of \$205,000 and a one-time signing bonus of \$15,000.

**FISCAL IMPACT**

The salary and benefits for the Director of Library Services are included in the Fiscal Year 2020 and 2021 Department Budget. The position is paid from the Library Tax Fund 101. The monthly salary will be \$17,083.

**BACKGROUND**

The Director of Library Services position has been vacant since September 22, 2017. During the last three years, this vacancy has been filled by the appointment of Elliot Warren as Acting Director of Library Services.

During the April 3, 2019 regular meeting, Board of Library Trustees approved the initiation of a request for proposal to solicit bids for coordination of the executive recruitment process for the position of Director of Library Services.

At the July 10, 2019 special meeting, the Board of Library Trustees approved the formation of a three-member board/staff team (Diane Davenport, Board President; Danielle McMillian, Associate Human Resources Analyst; and Elliot Warren, Acting Director of Library Services) responsible for development and oversight of the Library Director recruitment process, with the specific responsibility of acting as liaison between board and the executive recruitment firm.

At the December 4, 2019, regular meeting, Board of Library Trustees authorized the Acting Director of Library Services to execute a contract with CPS HR Consulting (CPS) 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.

At the January 15, 2020, special meeting, the Board of Library Trustees approved requesting that the City of Berkeley City Manager, with her designees, act as a staff partner in support of BOLT's 2020 Director of Library Services search and selection process, with the authority to work directly with BOLT, Library HR Staff, and CPS to lead and support BOLT's 2020 Director of Library Services search and selection process.

In concert with BOLT, CPS developed and held a through screening process of prospective candidates with the participation of community stakeholders, union representatives, City of Berkeley department heads, Library managers, and Library support groups, including interviews of top candidates held on July 27, 2020.

On July 30, 2020 Board of Library Trustees interviewed and discussed candidates during a special closed session meeting.

RATIONALE FOR RECOMMENDATION

The Board of Library Trustees is empowered by Berkeley Municipal Code, Chapter 3.04 - Board of Library Trustees, Section 3.04.090 powers and duties, to by a majority vote of all its members:

*To appoint officers and employees of the Library, either full-time or part-time, as may be necessary to adequately conduct the business of the library; said employees and officers to hold office at the pleasure of the board, to fix the salaries and wages thereof within the salary ranges established by resolution of the City Council, and to prescribe the duties and powers of such officers and employees.*

Periodic updates were given at board meetings; and working with city staff and CPS, a recruitment and selection process was followed, adhering to City of Berkeley and established professional processes and practices for executive level recruitment. The Library board held interviews of the candidates in a properly noticed Closed Session of the board on July 30, 2020 pursuant to Government Code Section 54957. Subsequent negotiations with the selected candidate were conducted by John Selawsky, Chair, Board of Library Trustees as city negotiator. The conditions of employment, salary and benefits agreed to by all parties are within the established range for the classification, and those allowed for unrepresented employees.

ALTERNATIVE ACTIONS CONSIDERED:

None, the successful and efficient operations of the library are best served by the timely appointment of a Director of Library Services to fulfill the executive level duties of the department.

CONTACT PERSON

John Selawsky, Board of Library Trustees, 510-981-6195

Attachments:

1. Resolution

## **BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO: R20-\_\_\_**

### **APPOINT DIRECTOR OF LIBRARY SERVICES**

WHEREAS, the Board of Library Trustees is vested under the City Charter with the authority to hire all officers and employees of the Library; and

WHEREAS, the Director of Library Services position has been vacant since September 22, 2017; and

WHEREAS, it has been the board's practice to conduct library hiring and promotional examinations pursuant to the city's personnel rules and regulations; and

WHEREAS, past selection processes at the executive level in the library have utilized the professional services of a professional recruiter to ensure a pool of well-qualified candidates, the firm of CPS HR Consulting was retained to assist the board and staff; and

WHEREAS, the Library board at a regular meeting on July 10, 2019, approved the process for recruitment and selection of a new Director of Library Services, and approved Trustee Diane Davenport to work with city staff on the process and to periodically report to the board; and

WHEREAS, a brochure and extensive advertisement took place during the open recruitment process period that commenced on March 20, 2020; and

WHEREAS, the Board of Library Trustees as a body represented the final selection panel at special meeting of the board on July 30, 2020 whereby in closed session the Trustees interviewed qualified candidates; and

WHEREAS, Trustee Selawsky, appointed by the board as City Negotiator for the current recruitment of Director of Library Services, has successfully completed negotiations with the preferred candidate.

NOW, THEREFORE BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby appoints Tess Mayer as the Director of Library Services, effective September 2, 2020 at an annual salary of \$205,000 and a one-time signing bonus of \$15,000. In addition, the Director of Library Services shall receive such employee benefits as are payable to regular at-will employees pursuant to the City's Unrepresented Employee Manual.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a special meeting held on August 12, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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John Selawsky, Chairperson

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