



MINUTES

Berkeley Public Library - Board of Library Trustees Regular Meeting Wednesday, October 14, 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: 6:30 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; Bae Smith, Collection Services Supervisor; Aimee Reeder; Ass't Management Analyst; Eve Franklin, Administrative Secretary.

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) – 0 speakers
- C. Public Employees Union, LOCAL 1 – 0 speakers

4. Comments from Board of Library Trustees

- A. **Trustee Hunt** – Welcome to Tess Mayer. Commend staff and Berkeley Public Library Foundation on the Reading is Instrumental program.
- B. **Trustee Hahn** – Welcome Tess Mayer and thanks to staff for work. Really excited for next few years with our amazing team.
- C. **Trustee Davenport** – Welcome Tess Mayer. Starting a new era. Have been watching children's storytimes on Wednesday mornings. Thanks to all involved.
- D. **Vice President Roth** – Welcome Tess Mayer, we've been waiting a long time and are glad you are here. The Reading is Instrumental program is great. Staff is making lemonade out of lemons.
- E. **President Selawsky** – We have a new director whom we are really excited about. Welcome Tess.

II. CONSENT CALENDAR

Action: M/S/C Trustee Roth / Trustee Hahn to adopt resolution #R20-50 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 September 2, 2020 Regular Meeting

From: Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the September 2, 2020 Regular Meeting of the Board of Library Trustees as amended.

Financial Implications: None

Contact: Tess Mayer, Director of Library Services

Action: Adopted resolution #R20-51.

B. Approve Minutes of the September 14, 2020 Special Meeting – Closed Session

From: Director of Library Services

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

Financial Implications: None

Contact: Tess Mayer, Director of Library Services

Action: Adopted resolution #R20-52.

C. Approve Minutes of the September 14, 2020 Special Meeting – Open Session

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

From: Director of Library Services

Financial Implications: None

Contact: Tess Mayer, Director of Library Services

Action: Adopted resolution #R20-53.

D. Authorization to Open the Central Library and all Branches One Hour Late to Allow Adequate Time for All-Staff Meetings

Recommendation: Adopt a resolution to open the Central Library and all Branch Libraries one hour later on January 29, April 30, July 30, and October 29, 2021 to allow adequate time for the all-staff meeting.

From: Director of Library Services.

Financial Implications: See report.

Contact: Tess Mayer, Director of Library Services

Action: Adopted resolution #R20-54.

E. 2021 Regular Meeting Schedule for the Board of Library Trustees

Recommendation: Adopt a resolution approving dates, times and locations for the 2021 regular meeting schedule for the Board of Library Trustees.

From: Director of Library Services.

Financial Implications: See report.

Contact: Tess Mayer, Director of Library Services

Action: Adopted resolution #R20-55.

F. 2021 Berkeley Public Library Holiday & Early Closing Schedule

Recommendation: Adopt a resolution approving the 2021 Berkeley Public Library Holiday & Early Closing Schedule.

From: Director of Library Services.

Financial Implications: See report.

Contact: Tess Mayer, Director of Library Services

Action: Adopted resolution #R20-56.

G. FY 2020 Annual Gift Report

Recommendation: Adopt a resolution to approve annual reporting to the City Council of gifts received in FY 2020 as mandated by CC Resolution No. 65,444-N.S.

From: Administrative and Fiscal Services Manager.

Financial Implications: See report.

Contact: Dennis Dang, Administrative and Fiscal Services Manager

Action: Adopted resolution #R20-57.

H. RFP: Lease of Public Photocopier and Printing System

Recommendation: Adopt the resolution to authorize the Library to issue a Request for Proposals for a new Public Photocopier and Print System a resolution to approve annual reporting to the City Council of gifts received in FY 2020 as mandated by CC Resolution No. 65,444-N.S.

From: – Alicia Abramson, Manager, Library Information Technology

Financial Implications: See report

Contact: Alicia Abramson, Manager, Library Information Technology

Action: Adopted resolution #R20-58.

III. ACTION CALENDAR

A. FY 2021 Budget Amendment (AAO) and FY 2020 Closing Budget Results

Under spent in printing costs, vacancies have impacted staffing costs. Will provide more information next month on vacancies. Some vendor contracts were temporarily discontinued. Significant difference in expenditures during the first three months and second three months during the pandemic shut down. Construction project costs, significant costs have been incurred from July onward. Utilities costs went down during the first several months of the pandemic. There was a significant slow-down in the receipt of materials during the first months of the shutdown. Some unforeseen expenditures for PPE and bin to quarantine returned library materials.

Recommendation: Adopt a resolution amending the FY 2021 approved Expenditures Budget for all Fund entities to \$25,077,606 based on appropriation of committed prior year funding and other adjustments totaling \$2,698,397.

From: Administrative and Fiscal Services Manager.

Financial Implications: See report.

Contact: Dennis Dang, Administrative and Fiscal Services Manager

Action: M/S/C Trustee Davenport / Trustee Roth to adopt resolution #R20-059 amending the FY 2021 approved Expenditures Budget for all Fund entities to \$25,077,606 based on appropriation of committed prior year funding and other adjustments totaling \$2,698,397.

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

IV. INFORMATION CALENDAR

A. Monthly Library Director's Report – Tess Mayer, Director of Library Services

From: Director of Library Services

Contact: Tess Mayer, Director of Library Services

Action: Received

B. Director Onboarding Subcommittee

From: Vice President, Board of Library Trustees

Contact: Amy Roth, Vice President, Board of Library Trustees

Action: Received

C. Key to Community Voter Engagement

From: Literacy Program Coordinator

Contact: Linda Sakamoto-Jahnke, Literacy Program Coordinator Services

Action: Received

V. AGENDA BUILDING

- Update on Library openings and city processes

VI. ADJOURNMENT

Adjourned at 7:51 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of October 14, 2020 as approved by the Board of Library Trustees

//s// _____

Tess Mayer, Director of Library Services, acting as secretary to BOLT

Attachments:

1. Key to Community Voter Engagement Presentation