MINUTES
Berkeley Public Library - Board of Library Trustees Regular Meeting
Wednesday, January 6, 2021 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

A. Call to order: 6:35 pm.
   Present: Trustees Davenport, Hahn, Hunt, Roth and Selawsky.
   Absent: None.
   Also Present: Tess Maye r, Director of Library Services; Dennis Dang, Administrative and Fiscal Services Manager; Jay Dickinson, Circulation Manager; Aimee Reeder, Associate Management Analyst; Danielle McMillian, Associate Human Resources Analyst; Eve Franklin, Administrative Secretary.

B. Public Comments: 1 speakers.

C. 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

D. Comments from Board of Library Trustees
   1. Trustee Hunt – Thank you to Library staff for continued flexibility in providing services during COVID.

II. CONSENT CALENDAR
   Action: M/S/C Trustee Davenport / Trustee Hunt to adopt resolution #R21-67 to approve the consent calendar.

A. Approve Minutes of the December 2, 2020 Regular Meeting
   From: Director of Library Services
   Recommendation: Adopt a resolution to approve the minutes of the December 2, 2020 Regular Meeting of the Board of Library Trustees as presented.
   Financial Implications: None
   Contact: Tess Mayer, Director of Library Services
   Action: Adopted resolution #R21-68.
B. **Contract Amendment: No. 089614-1 (8852) Stuart’s Clear Choice Cleaning Service, Inc**  
   **From:** Senior Building Maintenance Supervisor  
   **Recommendation:** Adopt the resolution authorizing the Director of Library Services to execute an amendment to Contract No. 089614-1 (Fund$ No. 8852) with Stuart’s Clear Choice Cleaning Service, Inc. to increase the contracted not-to-exceed amount to $100,000 for cleaning of solar panels, clerestory windows, skylights and other exterior windows, as well as the power washing of external entry areas.  
   **Financial Implications:** None  
   **Contact:** Brian Gavin  
   **Action:** Adopted resolution #R21-69.

C. **Contract Amendment Recommendation to City Council: No. 32000124, D.L. Falk**  
   **From:** Director of Library Services  
   **Recommendation:** Adopt a resolution to recommendation: To recommend that the City Council adopt a Resolution authorizing the City Manager to amend Contract No. 32000124 with D.L. Falk Construction, Inc. to complete interior renovations work at the Central Library, increasing the current contract not-to-exceed amount of $3,056,900.00 by $120,000 for a revised total amount not-to-exceed $3,176,900.  
   **Financial Implications:** See report  
   **Contact:** Tess Mayer, Director of Library Services  
   **Action:** Adopted resolution #R21-70.

D. **Contract Amendment: No. 3210004, Bug ID, Inc.**  
   **From:** Director of Library Services  
   **Recommendation:** Adopt a resolution authorizing the acting Director of Library Services to amend Contract 32100004 with Bug ID, Inc. to provide for an incremental increase of $5,000 for installation wiring services for the Central Library Improvement Project, thereby increasing the Contract’s allowable not-to-exceed amount to $112,000.00.  
   **Financial Implications:** See report  
   **Contact:** Tess Mayer, Director of Library Services  
   **Action:** Adopted resolution #R21-71.

E. **Contract No. 9563 Amendment: Noll & Tam Architects and Planners**  
   **From:** Director of Library Services  
   **Recommendation:** Recommendation: Adopt the resolution to approve authorizing the Director of Library Services to amend Contract No. 9563 with Noll & Tam Architects and Planners to provide for an increase of $48,000 to the expenditure authority, thereby increasing the Contract’s allowable not-to-exceed amount to $613,416.00.  
   **Financial Implications:** see report  
   **Contact:** Tess Mayer, Director of Library Services  
   **Action:** Adopted resolution #R21-72.

III. **ACTION CALENDAR**

A. **Library Tax Fund Reserve Policy**  
   **From:** Director of Library Services  
   **Recommendation:** Adopt the resolution to approve ####.  
   **Financial Implications:** see report  
   **Contact:** Tess Mayer, Director of Library Services  
   **Action:** M/S/C Trustee Hahn / Trustee Davenport to adopt resolution #R21-73 to continue the item to a future meeting.  
   **Vote:** Ayes: Trustees Davenport, Hahn, Hunt, Roth and Selawsky. Noes: None. Absent: None. Abstentions: None.
IV. INFORMATION CALENDAR
   A. Monthly Library Director’s Report
      From: Director of Library Services
      Contact: Tess Mayer, Director of Library Services
      Action: Received

V. AGENDA BUILDING
   • Library Tax Fund Reserve Policy
   • Culinary Tools Launch Staff Report

VI. ADJOURNMENT
   Adjourned at 7:25 PM.
   This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of January 6, 2021 as approved by the Board of Library Trustees

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

Attachments: None.