Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the February 3, 2021 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/86042306505. If you do not wish for your name to appear on the screen, then 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 and enter Meeting ID: 860-4230-6505. 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 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. 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 on Non-agenda Matters

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.

C. Comments from Library Unions

For regular meetings of the BOLT, representatives from the three unions representing Library employees may address BOLT, with a total time limit of 15 minutes. If all three (3) unions have representatives present and wish to speak, each union shall receive 5 minutes to address BOLT. If only two (2) unions have representatives present and wishing to speak, each union shall receive 7.5 minutes to address BOLT, for a total of 15 minutes. If only one (1) union has representatives present and wishing to speak, that union shall receive 15 minutes to address BOLT. The Secretary shall, at the start of the Comment from Library Union item, ask union representatives who wish to speak to identify themselves and which union they represent. The Secretary shall then determine the appropriate allocation of speaking time according to the rules stated herein.

i. SEIU, LOCAL 1021 (Maintenance and Clerical Units)
ii. SEIU, LOCAL 1021 (Community Services and PTRLA Units)
iii. Public Employees Union, LOCAL 1

D. Comments from Board of Library Trustees
II. CONSENT CALENDAR

The Board will consider removal and addition of items to the Consent Calendar prior to voting on the Consent Calendar. All items remaining on the Consent Calendar will be approved in one motion.

A. Minutes of January 6, 2021 Special Meeting
   From: Tess Mayer, Director of Library Services
   Recommendation: Adopt the resolution to approve the minutes of the January 6, 2021 Special Meeting of the Board of Library Trustees.

B. Minutes of January 6, 2021 Regular Meeting
   From: Tess Mayer, Director of Library Services
   Recommendation: Adopt the resolution to approve the minutes of the January 6, 2021 Regular Meeting of the Board of Library Trustees.

C. Minutes of January 20, 2021 Special Meeting
   From: Tess Mayer, Director of Library Services
   Recommendation: Adopt the resolution to approve the minutes of the January 20, 2021 Special Meeting of the Board of Library Trustees.

III. INFORMATION REPORTS

All items for discussion only and no final action.

A. Culinary Tools Collection Update: Bae Smith and Dan Beringhele, Supervising Librarians

B. Community Responsive Programming: Perlita Payne, Supervising Librarian

C. Monthly Library Directors Report – Tess Mayer, Director of Library Services

IV. ITEMS FOR FUTURE AGENDAS

These items are not scheduled for discussion or action at this meeting. The Board of Library Trustees may schedule these items to the agenda of a future meeting.

A. Discussion of items to be added to future agendas

V. ADJOURNMENT

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 Tess Mayer, 510-981-6195, tmayer@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.

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 January 27, 2021.
Communications: none.
MINUTES
Berkeley Public Library - Board of Library Trustees Special Closes Session Meeting
Wednesday, January 6, 2021 3:30 PM

This meeting was conducted exclusively through videoconference and teleconference.

Board of Library Trustees:
John Selawsky, President
Amy Roth, Vice President
Diane Davenport
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: 3:39 pm.
   Present: Trustees Davenport, Hahn, Hunt, Roth and Selawsky.
   Absent: None.
   Also Present: Tess Mayer, Director of Library Services;

B. Public Comments: 0 speakers.

C. Adjourn to Closed Session: 3:42pm

II. CLOSED SESSION
A. PUBLIC EMPLOYEE APPOINTMENT – Pursuant to Government Code Section 54957
   Title of position being evaluated: Director of Library Services
   The Board of Library Trustees went into closed session to conduct a public employee performance evaluation. No action taken.

III. ADJOURNMENT
   Adjourned at 5:00 PM.
   This is to certify that the foregoing is a true and correct copy of the minutes of the special 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.
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 Mayer, 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. 32100004, 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.
MINUTES
Berkeley Public Library - Board of Library Trustees Special Closes Session Meeting
Wednesday, January 20, 2021 4:00 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

Call to order: 4:01 pm.
Present: Trustees Davenport, Hahn, Roth and Selawsky.
Absent: Trustee Hunt.
Also Present: Tess Mayer, 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.

Public Comments: 0 speakers.

II. ACTION CALENDAR
A. Thank You Video Recording
   The Board of Library Trustees meet to record a thank you messages to Berkeley Public Library Staff.

III. ADJOURNMENT
Adjourned at 4:19 PM.
This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of January 20, 2021 as approved by the Board of Library Trustees

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

Attachments: None.
Recruitment
For the first time since the pandemic began and the City-wide hiring freeze was instituted, the Library successfully recruited a new staff member: our new Account Office Specialist III, Hitomi Kats. Kats joins Berkeley Public Library from the City’s Finance Department in Treasury where she had been assigned to project work performing finance systems testing and trouble-shooting. She transfers to the Library on February 8. Interviews for this position were originally scheduled to take place the week the initial City of Berkeley closure was implemented.

The Library is recruiting for a temporary Library Services Manager position. This recruitment is open to internal candidates only, and will temporarily fill one of two regular Library Services Manager positions that are currently vacant. This position will provide additional support to frontline supervisors and enhanced capacity to manage important projects relating to public services and reopening planning.

Library Staff Support Vaccine Effort
The City’s Emergency Operations Center (EOC) has requested participation from City staff in support of the City’s response to COVID-19. This assignment represents deployment to the Point of Dispensing Site for vaccinations. These are non-clinical staff positions that facilitate the flow and operations of the vaccination sites. Thus far, five BPL staff has volunteered to participate in this critical work. This is in addition to the BPL staff that continues to be engaged with supporting the City’s 311 program, Office of Economic Development, and Aging Services’ departmental COVID-19 response work.

Alameda County/City of Berkeley Exits Regional Stay Home Order
Since the Regional Stay Home Order was lifted for a number of regions, including the Bay Area, on January 25, Alameda County and the City of Berkeley’s Covid-19 risk level classification, per the State of California’s Blueprint for a Safer Economy, is now at “Widespread” (Tier 1) or purple tier. The Library will continue to operate its Outdoor Pickup service with its Winter Hours scheduled through at least February 28.

All Staff Meeting, January 29
BPL staff participated in an All Staff Meeting on Friday, January 29. Topics discussed included reopening planning, Culinary Tools Collection updates, recognition of staff’s achievement of being named one of Library Journal’s 5 Star Libraries, discussion of the Library’s Mission, Vision, and Values statements, and our work in 2021 and beyond.

Collections at Central Library
Now that construction is nearing completion at the Central Library, staff has begun the complex work of moving each collection into its designated space. Thus far, the Mystery collection has been partially moved into its new home in the Mystery room. The test preparation and study guides have been relocated, and the International Languages and Teen collections are next. As always, this requires a special staff effort, and a number of staff should be acknowledged for their contributions to this complex project: Circulation Services

CONTACT PERSON
Tess Mayer, Director of Library Services, Library, 510-981-6195