



MINUTES
Berkeley Public Library - Board of Library Trustees Regular Meeting
Wednesday, April 7, 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

PRELIMINARY MATTERS

A copy of the agenda packet can be found at <http://www.berkeleypubliclibrary.org/about/board-library-trustees>

- A. **Call to order:** 6:32 pm.
 - Present: Trustees Davenport, Hahn, Roth and Selawsky.
 - Absent: None.
 - Also Present: Tess Mayer, Director of Library Services; Dennis Dang, Administrative and Fiscal Services Manager; Alicia Abramson, Information Technology Services Manager; Jay Dickinson, Circulation Manager; Aimee Reeder, Assistant Management 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 Davenport** – Yesterday was National Library Workers Day. Thank you to all staff.
 - 2. **Trustee Roth** – Thank you to all library staff for hard work during unusual and difficult time.
 - 3. **Trustee Hahn** – Thank you to all library workers and leaders.
 - 4. **Trustee Selawsky** – Thank you to all library staff. Acknowledge Judy Hunt for her work as a Trustee over the last four years.

I. CONSENT CALENDAR

Action: M/S/C Trustee Davenport/Trustee Roth to adopt resolution #R21-82 to approve the consent calendar.
Vote: Ayes: Trustees Davenport, Hahn, Roth and Selawsky. Noes: None. Absent: None. Abstentions: None.

- A. **Approve Minutes of the March 3, 2021 Regular Meeting**
 - From:** Director of Library Services
 - Recommendation:** Adopt a resolution to approve the minutes of the March 3, 2021 Regular Meeting of the Board of Library Trustees as presented.
 - Financial Implications:** None
 - Contact:** Tess Mayer, Director of Library Services
 - Action:** Adopted resolution #R21-83.
- B. **Amendment: FY 2021 Annual Appropriations Ordinance (AAO #2) – East Bay Community Energy**
 - From:** Director of Library Services
 - Recommendation:** Adopt the resolution amending the FY 2021 approved revised Expenditures Budget for the Library Tax Fund (101) for an incremental increase of \$17,150.00 to \$24,227,423 to accommodate

Renewable 100, a City Council authorized change to municipal electricity accounts to a 100% renewable program offered by the City's existing electricity service provider East Bay Community Energy (ECBE).

Financial Implications: None

Contact: Tess Mayer, Director of Library Services

Action: Adopted resolution #R21-84.

C. Contract Amendment: No. 119062-1, Java Connections, LLC (dba LaptopsAnytime).

From: Library Information Systems Administrator

Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 119062-1 with Java Connections, LLC (dba LaptopsAnytime) to provide for an increase of \$77,469 from \$86,011, thereby increasing the Contract's allowable not-to-exceed amount to \$163,480, and, to extend to extend the term of the Contract to April 30, 2024.

Financial Implications: None

Contact: Alicia Abramson, Library Information Systems Administrator

Action: Adopted resolution #R21-85.

II. ACTION CALENDAR

A. Library Tax Fund Reserve Policy

From: Administrative and Fiscal Services Manager

Recommendation: Adopt the resolution to formally accept and adopt for the Berkeley Public Library Tax Fund Reserve Policy. The purpose is to establish a Library Tax Fund Reserve Policy encompassing a minimal Library Tax Fund reserve level to support library operations, and define the use, funding, and replenishment guidelines of the reserve.

Financial Implications: None

Contact: Dennis Dang, Administrative and Fiscal Services Manager

Action: M/S/C Trustee Hahn/Trustee Davenport to adopt resolution #R21-86 with changes to the policy as indicated below.

Under I. Policy, Process:

Change "A hiring freeze must be implemented for designated positions as appropriate to maintain standard public library services to the public;"
to "A hiring freeze must be implemented, with exceptions only for designated positions as appropriate to maintain standard public library services to the public;

Under I. Policy, Process, page 2:

Change 1. Extreme, onetime events, such as earthquakes, fires, floods, civil unrest, terrorist attacks and pandemics.
2. Such instances as described above when expenditures are necessary to ensure the safety of the City's residents and Library property.
To 1. Extreme, onetime events, such as earthquakes, fires, floods, civil unrest, terrorist attacks, pandemics, and other similar events that threaten the safety of the City's residents or Library property.

Under Function of Reserves:

Change "The Berkeley Public Library will establish and maintain adequate financial reserves in order to prepare for the impact economic cycles, public health emergencies, and physical disasters may have upon library services to the public and ensure annual fluctuation in revenue does not impede the Library's ability to meet expenditure obligations."
to "The Berkeley Public Library will establish and maintain adequate financial reserves in order to prepare for the impact economic cycles, public health emergencies, and physical disasters may have upon library services to the public and ensure the Library's ability to meet expenditure obligations."

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

B. Proposed Budget FY 2022 – All Library Funds

From: Administrative and Fiscal Services Manager

Recommendation: Adopt the resolution to formally accept and approve for all Berkeley Public Library Funds the proposed revenue budgets for FY 2022 of \$21,275,896 and the proposed expenditure budgets for FY 2022 of \$25,655,784.

Financial Implications: None

Contact: Dennis Dang, Administrative and Fiscal Services Manager

Action: No action taken.

C. Trustee Recruitment Process Overview Report

From: Director of Library Services

Financial Implications: None

Contact: Tess Mayer, Director of Library Services

Action: M/S/C Trustee Hahn/Trustee Davenport to adopt resolution #R21-87 to follow suggested timeline. Responsibilities – replace Carnegie Quote with Mission Statement

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

III. INFORMATION CALENDAR

A. Monthly Library Director’s Report

From: Director of Library Services

Contact: Tess Mayer, Director of Library Services

Action: Received

IV. AGENDA BUILDING

- Brown Act Presentation from COB Attorney

V. ADJOURNMENT

Trustee Roth motioned, Trustee Davenport Seconded to adjourn the meeting. All in favor.

Adjourned at 8:41 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of April 7, 2021 as approved by the Board of Library Trustees

//s// _____

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

Attachments:

- 1) Budget Presentation Fiscal Year 2022