



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

REGULAR MEETING
Wednesday 7/7/21

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

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 July 7, 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](tel:1-669-900-9128) and enter Meeting ID: [860-4230-6505](tel: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](mailto:Eve.Franklin@cityofberkeley.info), [Administrative Secretary](mailto:Administrative.Secretary@cityofberkeley.info), [\(510\) 981-6102](tel: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 May 26, 2021 Special Meeting

From: Tess Mayer, Director of Library Services

Recommendation: Adopt the resolution to approve the minutes of the May 26, 2021 Special Meeting of the Board of Library Trustees.

B. Minutes of June 14, 2021 Special Meeting

From: Tess Mayer, Director of Library Services

Recommendation: Adopt the resolution to approve the minutes of the June 14, 2021 Special Meeting of the Board of Library Trustees.

C. Minutes of June 21, 2021 Special Meeting

From: Tess Mayer, Director of Library Services

Recommendation: Adopt the resolution to approve the minutes of the June 21, 2021 Special Meeting of the Board of Library Trustees.

D. Fiscal Year 2022 Purchase Authorization in Excess of Director of Library Services' Granted Authority

From: Tess Mayer, Director of Library Services

Recommendation: Adopt the resolution authorizing the Director of Library Services to enter into fiscal year 2022 purchase agreements and approve payments to specified vendors for services encompassing utility, telephone and intranet/internet services, library materials, state taxes, professional services, and office supplies that may exceed the director's delegated spending authority of \$50,000 for services and \$100,000 for goods, materials, and equipment.

E. Contract Amendment: No. 090510-1 Sentry Alarm Systems

From: Brian Gavin, Senior Building Maintenance Supervisor

Recommendation: Adopt the resolution authorizing the Director of Library Services to amend Contract No. 090510-1 with Sentry Alarm Systems to provide building intrusion alarm and fire systems service monitoring, testing, and inspections, and on-call servicing for the five libraries in an incremental increase of \$40,000.00, thereby increasing the contracted total not-to-exceed amount to \$90,000.00, and to amend the Contract's date of expiration to September 30, 2024 from September 30, 2022.

III. ACTION CALENDAR

A. Trustee interviews and recommendation to City Council on appointment of Trustee to serve a four-year term commencing September 15, 2021 to fill vacancy left by the ending of Judy Hunt's first term.

From: Tess Mayer, Director of Library Services

Recommendation: Trustees will discuss candidates interviewed on June 14 & 21, 2021, and adopt a resolution naming the recommended candidate to the City Council for appointment.

IV. INFORMATION REPORTS

All items for discussion only and no final action.

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

V. 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

VI. 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.

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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 June 30, 2021.

//s//

\_\_\_\_\_  
Tess Mayer, Director of Library Services  
Serving as Secretary to the Board of Library Trustees

**Communications:**  
none





**MINUTES**  
**Berkeley Public Library - Board of Library Trustees Special Meeting**  
**Wednesday, May 26, 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>

- 1. Call to order:** \_\_\_ 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; Amanda Myers, Acting Library Services Manager; Aimee Reeder, Assistant Management Analyst; Danielle McMillian, Associate Human Resources Analyst; Eve Franklin, Administrative Secretary;
- 2. Public Comments:** 0 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**
  - 1. Trustee Selawsky** – Gratitude to our Director and all our staff. Library locations will begin opening up for limited indoor services. North will open Friday May 28, West will begin on Monday June 7, and Central will open the first floor only on Tuesday, June 15.

**I. CONSENT CALENDAR**

**Action:** M/S/C Trustee \_\_\_/Trustee \_\_\_ to adopt resolution #R21-90 to approve the consent calendar.

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

**A. Approve Minutes of the May 5, 2021 Regular Meeting**

**From:** Director of Library Services

**Recommendation:** Adopt a resolution to approve the minutes of the May 5, 2021 Regular Meeting of the Board of Library Trustees as presented.

**Financial Implications:** None

**Contact:** Tess Mayer, Director of Library Services

**Action:** Adopted resolution #R21-91.

**B. Recommendation to City Council – Contract: Rainbow Waterproofing & Restoration**

**From:** Director of Library Services

**Recommendation:** Adopt the resolution to recommend that the City Council adopt a resolution:

1. Approving plans and specifications for the Central Library Stucco Restoration Project, Specification No. 20-11405-C;

2. Accepting the bid of Rainbow Waterproofing & Restoration as the lowest responsive and responsible bidder;
3. Authorizing the City Manager to execute a contract and any amendments, extensions or other change orders until completion of the project in accordance with the approved plans and specifications, for an amount not to exceed \$702,384.00, which includes a 20% contingency of \$117,064.00.

**Financial Implications:** None

**Contact:** Tess Mayer, Director of Library Services

**Action:** Adopted resolution #R21-92.

**C. Contract Amendment: No. 108425-1, Johnson Controls, Inc.**

**From:** Senior Building Maintenance Supervisor

**Recommendation:** Adopt the resolution authorizing the Director of Library Services to amend Contract No. 108425-1 with Johnson Controls, Inc. for service maintenance and monitoring of the building management system at the North Branch Library in an incremental amount of \$35,000.00 for a contracted value not-to-exceed \$85,000.00; and to amend the Contract's date of expiration to August 31, 2024 from August 31, 2021.

**Financial Implications:** None

**Contact:** Brian Gavin, Senior Building Maintenance Supervisor

**Action:** Adopted resolution #R21-93.

**D. Contract Amendment: No. 11487891, Sevaa Group, Inc.**

**From:** Alicia Abramson, Library Information Systems Administrator

**Recommendation:** Adopt the resolution authorizing the Director of Library Services to amend Contract No. 114878-1 with Sevaa Group, Inc. to provide for an increase of \$37,450.00 from \$74,325.00, thereby increasing the Contract's allowable not-to-exceed amount to \$111,775.00, and to extend the term end date to June 30, 2023.

**Financial Implications:** None

**Contact:** Alicia Abramson, Library Information Systems Administrator

**Action:** Adopted resolution #R21-94.

## II. ACTION CALENDAR

**A. Recommendation to City Council on FY 2022 Library Tax Rates**

**From:** Director of Library Services

**Recommendation:** Adopt the resolution to recommend that the Berkeley City Council set the FY 2022 tax rate for funding the provision of Library Services in the City of Berkeley at \$0.2402 (24.02 cents) per square foot for dwelling units and \$0.3632 (36.32 cents) per square foot for industrial, commercial, and institutional buildings.

**Financial Implications:** See Report.

**Contact:** Tess Mayer, Director of Library Services

**Action:** M/S/C Trustee \_\_\_\_/Trustee \_\_\_\_ to adopt resolution #R21-95.

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 approve the proposed revenue budgets for FY 2022 of \$22,041,603 and the proposed expenditure budgets for FY 2022 of \$25,655,784.

**Financial Implications:** See Report.

**Contact:** Dennis Dang, Administrative and Fiscal Services Manager

**Action:** M/S/C Trustee \_\_\_\_/Trustee \_\_\_\_ to adopt resolution #R21-96.

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

**C. Trustee Recruitment Process Update**

**From:** Director of Library Services

**Recommendation:** Extend the Trustee application window through close of business, Tuesday, June 1, 2021. Adjust the original recruitment timeline as follows:

- a) Include a special meeting date of June 14, 2021 to conduct the interviews/selection process.
- b) Schedule an action item for the July 7 regular BOLT meeting to select preferred candidate to recommend to City Council for inclusion on the September 14 City Council meeting agenda. The associated report to Council must be submitted by August 12, 12pm.

**Financial Implications:** See Report.

**Contact:** Tess Mayer, Director of Library Services

**Action:** M/S/C Trustee \_\_\_\_/Trustee \_\_\_\_ to adopt resolution #R21-97.

**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**

- Regular Meeting on June 2
- Special meeting tentatively set for June 14

**V. ADJOURNMENT**

Trustee \_\_\_\_ motioned, Trustee \_\_\_\_ Seconded to adjourn the meeting. All in favor.

Adjourned at \_\_\_\_ PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the special meeting of May 26, 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 Meeting**  
**Monday, June 14, 2021 5:30 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     |

**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:** 5:32 pm.  
Present: Trustees Davenport, Hahn, Roth and Selawsky.  
Absent: None.  
Also Present: Tess Mayer, Director of Library Services; Eve Franklin, Administrative Secretary
- 2. Public Comments:** 1 speakers.
- 3. Comments from Board of Library Trustees**
  1. none

**II. ACTION CALENDAR**

**A. Trustee interviews and recommendation to City Council for Trustee appointment**

**From:** Director of Library Services

**Recommendation:** Trustees will conduct interviews of candidates for the current vacancy on the Board of Library Trustees in order for the Trustees to make a recommendation to City Council. Packets of candidate applications are included in the agenda packet. At a future Board of Library Trustees meeting there will be discussion of candidates interviewed, a vote by the Board on recommendation to City Council, and direction to staff to send name of recommended candidate to City Council for appointment.

**Financial Implications:** See Report.

**Contact:** Tess Mayer, Director of Library Services

**Action:** No action taken.

Candidates Murphy, McDermott and Hedrick withdrew their names from consideration.

Trustees interviewed the following candidates:

1. Dana Aleshire
2. Howard Besser
3. Jesica Brennan
4. Joseph Curran
5. Veronika Sakowska Fukson
6. Mary Gilg
7. Beverly Greene
8. Marjorie Hammer
9. Tamara Holden-Gurin
10. Kathy Kosinki

The next group of candidates will be interviewed on Monday, June 21, 2021. Final selection will be done at the July 7, 2021 BOLT Regular Meeting.

**III. AGENDA BUILDING**

- none

**IV. ADJOURNMENT**

Trustee Hahn motioned, Trustee Selawsky seconded to adjourn the meeting. All in favor.

Adjourned at 8:00 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the special meeting of June 14, 2021 as approved by the Board of Library Trustees

//s// \_\_\_\_\_

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

Attachments: None

DRAFT



**MINUTES**  
**Berkeley Public Library - Board of Library Trustees Special Meeting**  
**Monday, June 21, 2021 5:30 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     |

**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:** 5:36 pm.  
Present: Trustees Davenport, Hahn, Roth and Selawsky.  
Absent: None.  
Also Present: Tess Mayer, Director of Library Services; Aimee Reeder, Assistant Management Analyst; Danielle McMillian, Associate Human Resources Analyst; Eve Franklin, Administrative Secretary;
- 2. Public Comments:** 0 speakers.
- 3. Comments from Board of Library Trustees**
  1. Trustee Hahn – Thank you to all the applicants.

**II. ACTION CALENDAR**

**A. Trustee interviews and recommendation to City Council for Trustee appointment**

**From:** Director of Library Services

**Recommendation:** Trustees will conduct interviews of candidates for the current vacancy on the Board of Library Trustees in order for the Trustees to make a recommendation to City Council. Packets of candidate applications are included in the agenda packet. At a future Board of Library Trustees meeting there will be discussion of candidates interviewed, a vote by the Board on recommendation to City Council, and direction to staff to send name of recommended candidate to City Council for appointment.

**Financial Implications:** See Report.

**Contact:** Tess Mayer, Director of Library Services

**Action:** No action taken.

Candidates Rupp, Sharp and Zhou withdrew their names from consideration prior to the meeting.

Trustees interviewed the following candidates:

1. Irisa Churney-Sirott
2. Jamie Crook
3. Fazilat Nassiri
4. Linda B. Oliver
5. Raquel Pinderhughes
6. Vivian Pisano
7. Karpura Sanka
8. Becca Todd
9. Miriam Aldana Wiese

The next group of candidates will be interviewed on Monday, June 21, 2021. Final selection will be done at the July 7, 2021 BOLT Regular Meeting.

**B. Trustee Discussion on Trustee Selection Criteria and the Evaluation Process to be Used at the July 7, 2021 Regular BOLT Meeting to Select a Candidate to Recommend to City Council for Appointment to the Board of Library Trustees**

Board discussion. Trustees to come to the July 7, 2021 meeting, with a list of their 3-5 preferred candidates and ready to discuss.

**From:** Director of Library Services

**Recommendation:** Trustees will discuss the Trustee selection criteria and the evaluation process to be used to select a candidate to recommend to City Council for appointment to the Board of Library Trustees at the July 7, 2021 Board of Library Trustees Regular Meeting.

**Financial Implications:** See Report.

**Contact:** Tess Mayer, Director of Library Services

**III. AGENDA BUILDING**

- none

**IV. ADJOURNMENT**

Trustee Davenport motioned, Trustee Hahn seconded to adjourn the meeting. All in favor.

Adjourned at 7:28 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the special meeting of June 21, 2021 as approved by the Board of Library Trustees

//s// \_\_\_\_\_

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

Attachments: None



**CONSENT CALENDAR**

July 7, 2021

To: Board of Library Trustees  
From: Tess Mayer, Director of Library Services  
Subject: Fiscal Year 2022 Purchase Authorization in Excess of Director of Library Services' Granted Authority

**RECOMMENDATION**

Adopt the resolution authorizing the Director of Library Services to enter into fiscal year 2022 purchase agreements and approve payments to specified vendors for services encompassing utility, telephone and intranet/internet services, library materials, state taxes, professional services, and office supplies that may exceed the director's delegated spending authority of \$50,000 for services and \$100,000 for goods, materials, and equipment.

**FISCAL IMPACT**

The projected costs of these expenditures for these vendors are provisioned for in the Biennial Budget update for fiscal year 2022 adopted by the Board of Library Trustees on May 26, 2021 by BOLT Resolution No.: R21-096.

**BACKGROUND**

With passage of BOLT Resolution No.: 08-56, the Board of Library Trustees on June 10, 2008 authorized the Director of Library Services to enter into purchase agreements for services up to \$50,000; and, with passage of BOLT Resolution No.: 09-94, the Board of Library Trustees on October 14, 2009 authorized the Director of Library Services to enter into purchase agreements for goods, materials, and equipment up to \$100,000.

On May 26, 2021, the board approved BOLT Resolution No.: R21-096 adopting the FY 2022 Budget, which included funds for services, goods, materials and equipment.

**CURRENT SITUATION**

Commencing July 1, 2021, the Library will begin processing fiscal year 2022 purchase requisitions for services, goods, materials, and equipment to support Library operations. Using fiscal year-to-date 2021 and prior years' expenditure levels as a guide, purchases with several vendors may exceed the purchasing authority delegated to the Director of Library Services by the Board of Library Trustees. See Attachment 2 to this report for purchase expenses recorded up to June 18, 2021 in excess \$10,000: vendors associated with a contract number were individually presented before the board for authorization; items in bold with no associated contract number were authorized as a group as per the Resolution presented herein for consideration.

Under current rules, the director must receive board approval for any purchase in excess of the authorized spending limit for any vendor once that vendor's cumulative fiscal year purchases exceed the authorized spending limit; and of which can be satisfied by either the execution of a contract or a consolidated authorization as pursuant to this request.

ALTERNATIVE ACTIONS

The alternative considered is to enter into initial purchase agreements not to exceed the director's spending authority and return to the board per purchase once cumulative purchases exceed the granted authority. It is the Administrative and Fiscal Services Manager's recommendation that the Director of Library Services be granted increased spending authority for the specified vendors – per Attachment 2 designated in **bold** – during FY 2022. This request is consistent with recognized best practices for purchasing procedures and adheres to the City's purchasing policy.

FUTURE ACTION

No future action is necessary.

CONTACT PERSON

Tess Mayer, Director of Library Services, 981-6108

Attachments

1. Resolution
2. FY 2022: Vendor Purchased Values > \$10k to 18JUN21 (*for FY 2022 Eligible Vendors*)

**BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO: R21-\_\_\_**

**PURCHASE AUTHORIZATION FOR SELECTED VENDORS IN EXCESS OF  
DIRECTOR OF LIBRARY SERVICES' GRANTED AUTHORITY FOR FISCAL YEAR 2022 PER ATTACHMENT 2**

WHEREAS, the Board of Library Trustees on June 10, 2008 passed Resolution No.: 08-56 authorizing the Director of Library Services to enter into purchase orders for services up to \$50,000; and

WHEREAS, the Board of Library Trustees on October 14, 2009 passed Resolution No.: 09-94 authorizing the Director of Library Services to enter into purchase orders for goods, materials, and equipment up to \$100,000; and

WHEREAS, the Board of Library Trustees on May 26, 2021 passed Resolution No.: R21-096 adopting the Budget for all Library Funds' revenues and expenditures for fiscal year 2022; and

WHEREAS, the Berkeley Public Library purchases services, goods, materials and equipment in accordance with the adopted budget and in conformance with purchasing policies and practices of the City of Berkeley.

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley authorizes the Director of Library Services to execute fiscal year 2022 purchase agreements and payment approvals for the specified vendors as named per Attachment 2 designated in **bold** for services, materials, and supplies that may exceed the delegated spending authority.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on July 7, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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John Selawsky, Chairperson

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Tess Mayer, Director of Library Services  
Serving as Secretary of the Board of Library Trustees





| BERKELEY PUBLIC LIBRARY                                             |                                     |                                          |               |                |              |                 |               |                       |
|---------------------------------------------------------------------|-------------------------------------|------------------------------------------|---------------|----------------|--------------|-----------------|---------------|-----------------------|
| FY 2021: VENDOR PURCHASED VALUES > \$10K AT 18JUN21                 |                                     |                                          |               |                |              |                 |               |                       |
| G:\FINANCE\BUDGETS\FY21\Monthly\2021-06-18_VendorPurchases.xlsx tbl |                                     |                                          |               |                |              |                 |               |                       |
| Vendor No.                                                          | Vendor                              | Service                                  | Contract No.  | Lib Tax 101    | Grants 103   | Frnds/Gifts 104 | Fndtn 105     | BPL Total             |
| 29189                                                               | D.L. FALK CONSTRUCTI                | Construction                             | 32000124      | \$2,198,494    |              |                 |               | \$2,198,494           |
| <b>2224</b>                                                         | <b>BAKER &amp; TAYLOR, INC.</b>     | <b>Library Materials</b>                 |               | <b>492,866</b> | <b>259</b>   | <b>2,102</b>    |               | <b>495,227</b>        |
| 27170                                                               | OVERDRIVE, INC                      | Library Materials                        |               | 394,587        |              |                 |               | 394,587               |
| 17128                                                               | MIDWEST TAPE                        | Library Materials                        |               | 337,947        |              |                 |               | 337,947               |
| 50534                                                               | PRIDE INDUSTRIES, IN                | Custodial Services                       | 31900159      | 337,551        |              |                 |               | 337,551               |
| <b>7887</b>                                                         | <b>PACIFIC GAS &amp; ELECTR</b>     | <b>Utilities</b>                         |               | <b>266,300</b> |              |                 |               | <b>266,300</b>        |
| <b>30004</b>                                                        | <b>KANOPY LLC</b>                   | <b>Library Materials</b>                 |               | <b>238,669</b> |              |                 |               | <b>238,669</b>        |
| 25764                                                               | KBM OFFICE EQUIPMENT                | Furniture                                | 32000270      |                |              |                 | 232,424       | 232,424               |
| 22588                                                               | CALIFA GROUP                        | Communication Services                   | 104330-1      | 188,049        |              |                 | 10,800        | 198,849               |
| 27101                                                               | BIBLIOTHECA                         | Computer Equip & Software                | 086767-1      | 175,522        |              |                 |               | 175,522               |
| 29202                                                               | CALIFORNIA BANK OF C                | Construction Escrow Account              | 32000204      | 115,710        |              |                 |               | 115,710               |
| 30025                                                               | BUG ID                              | Specialty Professional Services          | 32100004      |                |              |                 | 111,270       | 111,270               |
| 20429                                                               | NOLL & TAM ARCHITECT                | Architectural & Design Services          | 099497-1      | 107,560        |              |                 |               | 107,560               |
| 28647                                                               | FIRST SECURITY SERVI                | Guard Services                           | 32000176      | 89,050         |              |                 |               | 89,050                |
| 50026                                                               | LIBRARY CORPORATION,                | Software Services                        | 31900013      | 85,804         |              |                 |               | 85,804                |
| <b>23006</b>                                                        | <b>STATE BOARD OF EQUAL</b>         | <b>Taxes</b>                             |               | <b>67,466</b>  | <b>858</b>   | <b>1,258</b>    | <b>262</b>    | <b>69,845</b>         |
| 4730                                                                | L.J. KRUSE CO.                      | Facility Maintenance                     | 91259-1       | 66,642         |              |                 |               | 66,642                |
| 2239                                                                | INNOVATIVE INTERFACE                | Software Services                        | 31900214      | 58,588         |              |                 |               | 58,588                |
| 18824                                                               | ROSS MCDONALD COMPAN                | Furniture                                |               |                |              |                 | 55,419        | 55,419                |
| 19445                                                               | ONE WORKPLACE                       | Furniture                                | 32000278      |                |              |                 | 52,154        | 52,154                |
| <b>25947</b>                                                        | <b>AMAZON.COM-LIBRARY</b>           | <b>Supplies; Miscellaneous</b>           |               | <b>24,113</b>  | <b>6,463</b> | <b>4,437</b>    | <b>16,199</b> | <b>51,212</b>         |
| <b>7501</b>                                                         | <b>EBMUD</b>                        | <b>Utilities</b>                         |               | <b>37,594</b>  |              |                 |               | <b>37,594</b>         |
| <b>8859</b>                                                         | <b>DELL MARKETING LP</b>            | <b>Computer Equipment</b>                |               | <b>33,536</b>  |              |                 |               | <b>33,536</b>         |
| 29153                                                               | INTERACT INTRANET IN                | Software Services                        | 108383-1      | 31,801         |              |                 |               | 31,801                |
| <b>24691</b>                                                        | <b>B&amp;H PHOTO</b>                | <b>Computer Equipment</b>                |               | <b>8,245</b>   | <b>3,026</b> | <b>2,484</b>    | <b>17,111</b> | <b>30,867</b>         |
| <b>13151</b>                                                        | <b>EBSCO INFORMATION SE</b>         | <b>Library Materials</b>                 |               | <b>29,629</b>  |              |                 |               | <b>29,629</b>         |
| <b>26277</b>                                                        | <b>PACIFIC LIBRARY PART</b>         | <b>Consortium Fees</b>                   |               | <b>28,901</b>  |              |                 |               | <b>28,901</b>         |
| <b>27918</b>                                                        | <b>CENGAGE LEARNING INC</b>         | <b>Library Materials</b>                 |               | <b>28,692</b>  |              |                 |               | <b>28,692</b>         |
| 50403                                                               | O'CONNOR CONSTRUCTIO                | Engineering Services                     | 31900097 (PW) | 26,430         |              |                 |               | 26,430                |
| <b>16650</b>                                                        | <b>CDW-GOVERNMENT</b>               | <b>Computer Equipment</b>                |               | <b>22,174</b>  |              |                 | <b>2,345</b>  | <b>24,519</b>         |
| <b>22038</b>                                                        | <b>AT&amp;T</b>                     | <b>Communication Services</b>            |               | <b>23,482</b>  |              |                 |               | <b>23,482</b>         |
| 51285                                                               | SAMCLAR OFFICE FURNI                | Furniture                                | 32000217      |                |              |                 | 20,675        | 20,675                |
| <b>26329</b>                                                        | <b>GOVCONNECTION</b>                | <b>Computer Equipment</b>                |               | <b>18,981</b>  |              |                 | <b>1,275</b>  | <b>20,256</b>         |
| <b>2583</b>                                                         | <b>RECORDED BOOKS, LLC.</b>         | <b>Library Materials</b>                 |               | <b>20,121</b>  |              |                 |               | <b>20,121</b>         |
| 17877                                                               | THYSSENKRUPP ELEVATO                | Facility Maintenance                     | 102498-1 (PW) | 17,632         |              |                 |               | 17,632                |
| 19878                                                               | SENTRY ALARM SYSTEMS                | Security Systems Services                | 090510-1      | 16,060         |              |                 |               | 16,060                |
| 29873                                                               | SEVAA GROUP INC                     | Software Services                        | 114878-1      | 15,290         |              |                 |               | 15,290                |
| <b>13081</b>                                                        | <b>WELLS FARGO BANK,N.A</b>         | <b>Miscellaneous</b>                     |               | <b>13,264</b>  |              | <b>932</b>      | <b>888</b>    | <b>15,085</b>         |
| 29987                                                               | LAPTOPSANYTIME                      | Miscellaneous                            | 119062-1      | 14,405         |              |                 |               | 14,405                |
| <b>17633</b>                                                        | <b>HOME DEPOT, INC</b>              | <b>Library Materials; Supplies</b>       |               | <b>13,849</b>  |              |                 | <b>547</b>    | <b>14,395</b>         |
| 27343                                                               | NEW IMAGE LANDSCAPE                 | Grounds Maintenance                      | 116496-1      | 13,855         |              |                 |               | 13,855                |
| <b>24099</b>                                                        | <b>PEGASUS BOOKS</b>                | <b>Library Materials</b>                 |               | <b>51</b>      |              | <b>13,192</b>   |               | <b>13,243</b>         |
| <b>30583</b>                                                        | <b>UNITY COURIER SERVIC</b>         | <b>Courier Service (Link+)</b>           |               | <b>13,130</b>  |              |                 |               | <b>13,130</b>         |
| 29323                                                               | PACIFIC SITE MANAGEM                | Grounds Maintenance                      | 32100093      | 12,637         |              |                 |               | 12,637                |
| <b>22930</b>                                                        | <b>NEWSBANK, INC.</b>               | <b>Library Materials</b>                 |               | <b>12,484</b>  |              |                 |               | <b>12,484</b>         |
| 51264                                                               | SUPREME INTERIORS                   | Upholstery Service                       | 32000190      | 11,998         |              |                 |               | 11,998                |
| <b>475</b>                                                          | <b>UNIVERSAL BUILDING S</b>         | <b>Maintenance Supplies</b>              |               | <b>11,809</b>  |              |                 |               | <b>11,809</b>         |
| <b>18235</b>                                                        | <b>BLAISDELL'S BUSINESS</b>         | <b>Office Supplies</b>                   |               | <b>10,749</b>  |              | <b>56</b>       | <b>1,000</b>  | <b>11,805</b>         |
| 2156                                                                | DEMCO INC                           | Computer Equipment; Supplies             |               | 8,718          | 1,512        |                 |               | 10,230                |
| 21648                                                               | YSERCO, INC.                        | Building Maint. System                   |               | 10,029         |              |                 |               | 10,029                |
|                                                                     | > \$10K at 18JUN-2021               |                                          | Total         | \$5,750,462    | \$12,119     | \$24,463        | \$522,369     | \$6,309,413           |
| <b>15841</b>                                                        | <b>LECTORUM PUBLICATIONS INC. *</b> | <b>Library Materials</b>                 |               |                |              |                 |               | <i>prjctd</i> >25,000 |
| <b>21288</b>                                                        | <b>SCHOLASTIC INC. *</b>            | <b>Library Materials; Field Supplies</b> |               |                | <b>2,291</b> | <b>4,416</b>    |               | <b>6,707</b>          |

BOLD: Subject to BOLT authorization for Director of Library Services to execute Fiscal Year 2022 purchase agreements and payment approvals --

i.e., a blue-back contract is not required.

\*: FY 2022 vendor purchases *projected* in excess of \$10K with return of normal operating conditions.





**CONSENT CALENDAR**  
July 7, 2021

To: Board of Library Trustees  
From: Brian Gavin, Senior Building Maintenance Supervisor  
Subject: Contract Amendment: No. 090510-1 Sentry Alarm Systems

**RECOMMENDATION**

Adopt a resolution authorizing the Director of Library Services to amend Contract No. 090510-1 with Sentry Alarm Systems to provide building intrusion alarm and fire systems service monitoring, testing, and inspections, and on-call servicing for the five libraries in an incremental increase of \$40,000.00, thereby increasing the contracted total not-to-exceed amount to \$90,000.00, and to amend the Contract's date of expiration to September 30, 2024 from September 30, 2022.

**FISCAL IMPACT**

Funding for this contract is budgeted in the adopted FY 2022 Library Tax Fund, and will be provided for in the FY 2023 and FY 2024 budgets of the Library Tax Fund.

**BACKGROUND**

The initial contract to service the Claremont Branch Library was executed in FUNDS in March 2012 as Contract No. 8938, with a term beginning on March 19, 2012 through to March 17, 2014. Subsequently, the Contract was amended with Amendment No. 8938A dated July 3, 2012 expanding vendor services to the Central Library; followed by Amendment No. 8938B dated April 10, 2013 adding the North Branch Library, Tarea Hall Pittman South Branch Library, and the West Branch Library to the Scope of Services; and in April 2016, to extend the termination date to September 30, 2021 and increase the contracted value. In June 2020, all Library intrusion and fire monitoring services were consolidated into Contract No. 090510-1, the termination date was extended an additional year, and the contracted value was increased to the current value of \$50,000.

This Contract was re-numbered to #090510-1 effective at the time of the City's transition from the FUNDS financial system to ERMA.

The Director of Library Services is granted authority by the Board of Library Trustees for expenditures up to \$100,000.00 for goods, materials, and equipment pursuant to BOLT Resolution R09-94, and up to \$50,000.00 for services pursuant to BOLT Resolution R08-56. This request for contracted services exceeds the Directors authority.

This Contract with Sentry Alarm Systems provides building intrusion alarm and fire systems service monitoring, testing, and inspections, and on-call servicing at the five Berkeley Public Library facilities. The Library's contract with Sentry Alarm Systems is focused on intrusion and fire system services and support. Services are based on flat monthly fees for intrusion and fire monitoring services, and fixed service fees covering mandated quarterly, semi-annual, and annual fire system inspections including damper testing, with additional repair and replacement services provided on a time and material basis. Certification is provided for the required scheduled testing for system water flow, smoke detectors, manual pull stations, duct detectors and dampers, as well as elevator recall and horn/strobe alarms.

CURRENT SITUATION AND ITS EFFECTS

Amending Contract No. 090510-1 is necessary in order to add additional required monies for fiscal year 2022 to provide essential intrusion and fire monitoring safety services. The contract is set to expire on September 30, 2022. The \$40,000 requested incremental increase to the Contract is projected to cover fees and on-call servicing through September 30, 2024.

ALTERNATIVE ACTIONS CONSIDERED

None.

Discontinuation of services would possibly render Library facilities vulnerable to non-acceptable risks of intrusion and fire. As well, monitoring equipment and procedures for intrusion and fire monitoring services are specific to the service provider such that a change in the service provider would entail removal of existing equipment and the installation of another vendor's replacement equipment.

Attachments:

1: Resolution

**BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO: R21-\_\_\_**

**CONTRACT AMENDMENT: NO. 090510-1 SENTRY ALARM SYSTEMS**

WHEREAS, on March 15, 2012 the Library entered into Contract No. 090510-1 (originally No. 8938) with Sentry Alarm Systems, to provide intrusion alarm monitoring services at the Claremont Branch Library; and

WHEREAS, the Contract was amended with Amendment No. 8938A dated July 3, 2012 expanding vendor services to the Central Library; and

WHEREAS, the Contract was amended by Amendment No. 8938B dated April 10, 2013 adding the North Branch Library, Tarea Hall Pittman South Branch Library, and the West Branch Library to the Scope of Services; and

WHEREAS, the Contract was amended in April 2019, to extend the termination date to September 30, 2021 and increase the contracted value; and

WHEREAS, the Contract was amended in June 2020, to consolidate all Library intrusion and fire monitoring services into Contract No. 090510-1, extend the termination date an additional year, and increase the contracted value to \$50,000; and

WHEREAS, the contracted services encompassing building intrusion alarm and fire systems service monitoring, testing, and inspections, and on-call servicing at the five Berkeley Public Library facilities are essential to public safety and health, and the maintenance and preservation of City and Library resources.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees adopts a resolution to amend Contract No. 090510-1 with Sentry Alarm Systems for an incremental increase of \$40,000.00, thereby increasing the contracted total not-to-exceed amount to \$90,000.00, and to amend the Contract’s date of expiration to September 30, 2024 from September 30, 2022; and

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on July 7, 2021, by the following vote:

AYES: .  
NOES: .  
ABSENT: .  
ABSTENTIONS: .

\_\_\_\_\_  
John Selawsky, President

\_\_\_\_\_  
Tess Mayer, Director of Library Services  
Serving as Secretary to the Board of Library Trustees





**ACTION CALENDAR**

July 7, 2021

To: Board of Library Trustees

From: Tess Mayer, Director of Library Services

Subject: Trustee interviews and recommendation to City Council on appointment of Trustee to serve a four-year term commencing September 15, 2021 to fill vacancy left by the ending of Judy Hunt's first term.

**RECOMMENDATION**

Discuss candidates interviewed on June 14 & 21, 2021, and adopt a resolution naming the recommended candidate to the City Council for appointment.

**FISCAL IMPACTS OF RECOMMENDATION**

There is no fiscal impact from this report.

**BACKGROUND**

The Board of Library Trustees consists of five members appointed by the City Council upon recommendation of the Board of Library Trustees. Board members are appointed for terms of four years, shall not serve more than eight consecutive years, serve without compensation, and must be Berkeley residents.

Trustee Hunt's first term ended on April 3, 2021. To ensure a replacement is selected and confirmed by City Council in as timely a way as possible, the process to fill this vacancy began in April 2021.

Applications were accepted from April 8 through June 1, 2021.

**CURRENT SITUATION AND ITS EFFECTS**

The Library received and reviewed 27 applications for the vacancy. A total of 9 candidates withdrew their names from consideration either before or after interviews. At the June 15, 2021 Special Meeting, BOLT had the opportunity to interview 10 candidates. At the June 21, 2021 Special Meeting, BOLT had the opportunity to interview the 9 candidates.

BOLT will engage in an informal discussion of the candidates, followed by a motion to recommend a candidate, discussion of the motion, and vote on the motion. Once a motion is made to recommend a candidate, the motion must be resolved before entertaining a new motion. Thus, if the initial recommendation is not affirmed by a majority of Trustees, the process of proposing a motion will continue until a majority decision is affirmed.

BOLT's recommendation will be referred to City Council. A majority vote of all the members of the City Council is required to appoint a member to the board.

The new Trustee's appointment will begin on September 15, 2021 and the Trustee will attend their first regular meeting on October 6, 2021.

**CONTACT PERSON**

Tess Mayer, Director of Library Services, Administration, 510-981-6195

**BERKELEY PUBLIC LIBRARY**  
**CONSENT OR ACTION CALENDAR REPORT**

Discussion and recommendation to the City Council on appointment of trustee to serve a four-year term commencing September 15, 2021.

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**Page 2**

Attachments:

1. Resolution
2. Remaining Candidate list



**BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO: R21-\_\_\_**

**RECOMMENDATION TO THE CITY COUNCIL OF THE CITY OF BERKELEY  
REGARDING THE PREFERRED CANDIDATE TO FILL THE TRUSTEE VACANCY  
ON SEPTEMBER 15, 2021 ON THE BOARD OF LIBRARY TRUSTEES**

WHEREAS, Trustee Hunts' first four year term ended on April 3, 2017; and

WHEREAS, during the April 7, 2021 meeting of the Board of Library Trustees, the Board instructed staff to begin solicitation for applications to fill the upcoming vacancy; and

WHEREAS, the Board of Library Trustees directed staff to issue a press release, advertise on website, at all library locations, in newsletter, and as an insert with City Councilmember communications to constituents.

WHEREAS, the City Clerk's Office of the City of Berkeley received 27 applications from interested parties; and

WHEREAS, the Board of Library Trustees interviewed 19 of the applicants during the special meetings on June 14 and June 21, 2021; and

WHEREAS, the Board recommends Council set the conditions for this appointment as a 4-year term with the effective dates of September 15, 2021 to September 14, 2025.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley recommends to the City Council of the City of Berkeley that the preferred candidate, \_\_\_\_\_ be appointed to the Board of Library Trustees beginning September 15, 2021.

ADOPTED by the Board of Library Trustees of the City of Berkeley during a regular meeting held on July 7, 2021.

AYES:

NOES:

ABSENT:

ABSTENTIONS:

\_\_\_\_\_  
John Selawsky, President

\_\_\_\_\_  
Tess Mayer, Director of Library Services  
Serving as Secretary to the Board of Library Trustee



## Trustee Candidate List

| <b>First</b>      | <b>Last</b>     | <b>Interview Date</b> | <b>notes</b>                              |
|-------------------|-----------------|-----------------------|-------------------------------------------|
| 1. Dana           | Aleshire        | 6/14/2021             |                                           |
| 2. Howard         | Besser          | 6/14/2021             |                                           |
| 3. Jesica         | Brennan         | 6/14/2021             |                                           |
| 4. Joseph         | Curran          | 6/14/2021             |                                           |
| 5. Mary           | Gilg            | 6/14/2021             |                                           |
| 6. Beverly        | Greene          | 6/14/2021             |                                           |
| 7. Marjorie       | Hammer          | 6/14/2021             |                                           |
| 8. Tamara         | Holden-Gurin    | 6/14/2021             |                                           |
| 9. Kathy          | Kosinki         | 6/14/2021             |                                           |
| 10. Veronika      | Sakowska Fukson | 6/14/2021             |                                           |
| 11. Irisa         | Charney-Sirott  | 6/21/2021             |                                           |
| 12. Jamie         | Crook           | 6/21/2021             |                                           |
| 13. Fazilat       | Nassiri         | 6/21/2021             |                                           |
| 14. Linda B.      | Oliver          | 6/21/2021             |                                           |
| 15. Raquel        | Pinderhughes    | 6/21/2021             |                                           |
| 16. Vivian        | Pisano          | 6/21/2021             |                                           |
| 17. Karpura       | Sanka           | 6/21/2021             |                                           |
| 18. Becca         | Todd            | 6/21/2021             |                                           |
| 19. Miriam Aldana | Wiese           | 6/21/2021             | Withdrew via email dated 6/22/21          |
| 20. Lisa          | Hedrick         | N/A                   | Withdrew via email dated 6/14/21          |
| 21. Michelle      | Lawrence        | N/A                   | Withdrew via email dated 6/4/21           |
| 22. Margaret      | Livingston      | N/A                   | Withdrew via email dated 6/11/21          |
| 23. Valerie       | McDermott       | N/A                   | Withdrew via chat message in 6/14 meeting |
| 24. Eileen        | Murphy          | N/A                   | Withdrew via chat message in 6/14 meeting |
| 25. Candida       | Rupp            | N/A                   | Withdrew via email dated 6/16/21          |
| 26. Lisa          | Sharp           | N/A                   | Withdrew via emailed dated 6/21/21        |
| 27. Chenlu        | Zhou            | N/A                   | Withdrew via email dated 6/19/21          |



## **Board of Library Trustees, Selection Criteria Summary**

### **Desired Qualifications:**

- Candidates should be public library champions, passionate about lifelong learning and community engagement.
- A demonstrated commitment to equity, diversity and inclusion is essential.
- Candidates with executive leadership, business, financial management and/or administrative skills are encouraged to apply.
- Candidates with leadership experiences in community-based, non-profit, or government agencies

### **General Qualifications**

- Demonstrated interest in and enthusiasm for the library
- Readiness to devote time and effort
- An open mind coupled with respect for the opinion of others and, a steadfast belief in intellectual freedom and privacy.
- Ability to plan creatively.
- Courage to withstand pressures and resist influences based on prejudice
- Ability to analyze the business and administrative procedures, and to be part of the accountability process to the public and provide oversight.
- Possession of common sense
- Reflects the diversity of the Berkeley community, including a diversity of experiences working in different sectors of the community as well as age, ethnicity, religion, gender identities, abilities, and sexual orientation
- Willing and able to work with management, staff and the union.

### **Practical background and/or direct experience in one or more of these areas is desirable:**

- Involvement in community organizations
- An understanding of local government operations, of public boards, and commissions; previous experience highly valued
- An interest in long-range planning
- Personal experience in one or more of these areas:
  - Education
  - Architecture/Construction Accounting/Finance Business
  - Personnel management Technology Law/Government
  - Humanities
  - The Arts
- Availability and openness to the public



**Candidate** \_\_\_\_\_

**Interviewer** \_\_\_\_\_

**Date** \_\_\_\_\_

**Level 1: Basic**

Satisfactorily performs the rudimentary skills in this area

**Level 2: Intermediate**

Above average in this area; consistently performs well in this area

**Level 3: Advanced**

This is a notable strength; better than most in this area; could be a coach in this area

**Level 4: Expert**

A model in this area; one of the best I've seen; gifted in this area; people often seek out this person for guidance in this area

| Qualification Rating: Strong public library advocacy, passionate about lifelong learning and community engagement |                          |                          |                          |                                      |                                 |                                                          |
|-------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------------------|---------------------------------|----------------------------------------------------------|
| Level 1                                                                                                           | Level 2                  | Level 3                  | Level 4                  | Strong evidence skill is not present | Overuses skill (over dependent) | Insufficient evidence collected in application/interview |
| <input type="checkbox"/>                                                                                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>             | <input type="checkbox"/>        | <input type="checkbox"/>                                 |

Comments:

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Candidate \_\_\_\_\_ Interviewer \_\_\_\_\_  
 Date \_\_\_\_\_

| Qualification Rating: Demonstrated commitment to equity, diversity and inclusion |                          |                          |                          |                                      |                                 |                                                          |
|----------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------------------|---------------------------------|----------------------------------------------------------|
| Level 1                                                                          | Level 2                  | Level 3                  | Level 4                  | Strong evidence skill is not present | Overuses skill (over dependent) | Insufficient evidence collected in application/interview |
| <input type="checkbox"/>                                                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>             | <input type="checkbox"/>        | <input type="checkbox"/>                                 |

Comments:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

| Qualification Rating: Executive leadership, business, financial management and/or administrative skills |                          |                          |                          |                                      |                                 |                                                          |
|---------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------------------|---------------------------------|----------------------------------------------------------|
| Level 1                                                                                                 | Level 2                  | Level 3                  | Level 4                  | Strong evidence skill is not present | Overuses skill (over dependent) | Insufficient evidence collected in application/interview |
| <input type="checkbox"/>                                                                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>             | <input type="checkbox"/>        | <input type="checkbox"/>                                 |

Comments:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

| Qualification Rating: Leadership experience in community-based, non-profit, or government agencies |                          |                          |                          |                                      |                                 |                                                          |
|----------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------------------|---------------------------------|----------------------------------------------------------|
| Level 1                                                                                            | Level 2                  | Level 3                  | Level 4                  | Strong evidence skill is not present | Overuses skill (over dependent) | Insufficient evidence collected in application/interview |
| <input type="checkbox"/>                                                                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>             | <input type="checkbox"/>        | <input type="checkbox"/>                                 |

Comments:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**RECRUITMENT RECOMMENDATION:**

YES            NO





**INFORMATION REPORTS**

Wednesday, July 7, 2021

To: Board of Library Trustees  
 From: Tess Mayer, Director of Library Services  
 Subject: Director's Report

**Reopening Update**

On June 15, California sunseted the color-coded tier system and all business sectors were then permitted to return to normal operations. Employers must continue to follow [Cal/OSHA COVID-19 Emergency Temporary Standards](#), which changed more than once over the past several weeks.

With the City's reopening on June 15, all City buildings are now open from 10am to 2pm, Monday through Friday. The City is employing the same tools as the Library to maintain a healthy environment, including use of face coverings, distancing, hand hygiene and staying home when sick. Capacity limits for Library indoor services have allowed for effective social distancing.

As a setting that welcomes youth, the Library continues to ask that members of the public wear a face covering. This is consistent with California Department of Public Health guidance that still requires everyone 2 years and older to wear a face covering, regardless of vaccination status, when:

- on shared transportation, including: buses, trains, taxis, ride-share, airplanes, and ferries
- indoors in K-12 schools, childcare, and other youth settings
- in healthcare settings, include long term care facilities
- in shelters, cooling centers, and correctional facilities

The Library has continued to restore a significant amount of services, and the current operating schedule is as follows:

|                                                                                                                                                                                                                          |                                                                                                                                                                                                                         |                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Central Library</b></p> <ul style="list-style-type: none"> <li>• <b>Outdoor Services:</b><br/>Monday 12-6;<br/>Tuesday-Saturday 10-6</li> <li>• <b>Indoor Services:</b><br/>Monday - Saturday 2pm - 6pm</li> </ul> | <p><b>North</b></p> <ul style="list-style-type: none"> <li>• <b>Outdoor Services:</b><br/>Monday - Saturday 10am - 2pm</li> <li>• <b>Indoor Services:</b><br/>Monday - Saturday 2pm - 6pm</li> </ul>                    | <p><b>West</b></p> <ul style="list-style-type: none"> <li>• <b>Outdoor Services:</b><br/>Returning Soon</li> <li>• <b>Indoor Services:</b><br/>Monday - Saturday 2pm - 6pm</li> </ul>                          |
| <p><b>Claremont</b></p> <ul style="list-style-type: none"> <li>• <b>Outdoor Services:</b><br/>Monday - Saturday 10am - 2pm</li> <li>• <b>Indoor Services:</b><br/>Monday - Saturday 2pm - 6pm</li> </ul>                 | <p><b>Tarea Hall Pittman South</b></p> <ul style="list-style-type: none"> <li>• <b>Outdoor Services:</b><br/>Monday - Saturday 10am - 2pm</li> <li>• <b>Indoor Services:</b><br/>Monday - Saturday 2pm - 6pm</li> </ul> | <p><b>Tool Lending Library</b></p> <ul style="list-style-type: none"> <li>• <b>Outdoor Services Only:</b><br/>Mon &amp; Tues 10am - 6pm;<br/>Wed &amp; Thurs 12 - 6pm;<br/>Fri &amp; Sat 10am - 6pm</li> </ul> |

We are grateful to our staff for their contributions on our two reopening teams, whose work continues:

Central: Armin Arethna, Marcus Bell, Leticia Cendejas, Barry Futterman, Brian Gavin, Sierra Gribble, Perlita Payne, Aimee Reeder, Canitha Walker, Heather Cummins and Rudy Tapia

Branch: Dan Beringhele, Jay Dickinson, Angel Entes, Gabriela Fernandez, Pema Lhakey, Amanda Myers, Aimee Reeder and Noah Rosenthal

### **Vacancies and Recruitment**

This report updates the Board of Library Trustee agenda packets that have included monthly updates on recruitment beginning in February 2021, after a more in-depth report on recruitment was provided in November 2020.

During the last quarter of 2019, and the first quarter of 2020, the Library successfully recruited for 17 positions across the system. Due to internal promotions from part-time and Aide positions, these recruitments contributed to more vacancies in classifications such as Library Assistant and Library Aide. There were still significant vacancies in the system at that time, including over 15 career positions and additional vacant Page positions.

The recruitment plan for the rest of 2020 was interrupted by the emergence of the pandemic and the subsequent City-wide hiring freeze.

An Accounting Office Specialist III position was filled in February 2021 and an acting Library Services Manager position was filled in March 2021.

The Library is near completion of a recruitment for ten Library Aide positions, which will be reporting to each of the branches and the Central Library. Conditional offers of employment have been made, pending California state background checks. Once these have been completed, offers of employment can be extended and the new team members can be scheduled to begin.

The next recruitment scheduled, for the Supervising Librarian position, has already been initiated. This recruitment, and another for the Supervising Library Assistant, need to be prioritized in order for the Library to fulfill its responsibility under the collective bargaining agreement to fill positions permanently that are currently filled by people temporarily working in a higher classification.

The Library will also need to initiate recruitment for a Fiscal and Administrative Services manager. Once this is completed, the Library will be able to initiate a Librarian recruitment for all specialty areas.

Key administrative vacancies to fill include the Deputy Director and two Librarian Services Manager positions (one of which has been filled temporarily pending permanent recruitment).

As of July 1, 2021, the beginning of the new fiscal year, the vacancy rate is 31% with 36 total vacancies. Five of these vacancies include authorized new positions from the last and current budget cycle and do not represent vacated positions.

Once the Library Aide recruitment is completed, the vacancy rate for the Library, including the authorized new unfilled positions, will be 22%.

The Library is committed to a transparent, comprehensive hiring process in all classifications in order to continue providing excellent library services to our community.

### **Outdoor, In-person Programming**

The Library is excited to begin to offer in-person programming in outdoor contexts. Librarian Michael Kwende (Claremont) has demonstrated leadership in initiating in-person outreach in childcare settings, as well as exploring the possibility of outdoor public programming in parks with City staff. Michael contacted preschools throughout Berkeley to offer and lead small, outdoor musical story time sessions, beginning with the City's child development centers and head start programs. One of these programs occurred on May 27 at the West Berkeley YMCA Project Head Start. With BPL employees/musicians Donovan Russell, Juan Castille and long-time volunteer Tim Campbell, they served 36 children and approximately 10 staff members

participated in our musical story time session which took place at their outdoor patio area and lasted for a little over a half hour. Afterwards, they were given a short tour of their facilities and invited to return for another visit. The next outreach visit took place on Thursday, June 17 at Vera Casey Head Start.

Michael will be hosting upcoming musical **Story Time in the Park, at the Bateman Mall Park**, a continuation of outreach efforts to Berkeley's preschool aged children and their families. Scheduled sessions include July 8, 15 and 29 at 10:00am.

On July 10, Tarea Hall Pittman South is hosting an outdoor basic bike maintenance class in front of the Tool Library. Bike East Bay and the Tool Lending Library will provide an overview of basic bike maintenance skills such as fixing a flat, adjusting brakes and gears, and seat adjustments.

Another outdoor program taking place on July 14 is "Green Sketching @ U.C. Campus," organized by Josh Lachman (Tarea Hall Pittman South), which invites attendees of all skill levels to connect with their surroundings through drawing.

**CONTACT PERSON**

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