



MINUTES
Berkeley Public Library - Board of Library Trustees Regular Meeting
Wednesday, September 1, 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	Beverly Greene
	Sophie Hahn

I. OATH OR AFFIRMATION OF OFFICE

A. Trustee Beverly Greene – Trustee Beverly Greene was sworn into office.

II. PRELIMINARY MATTERS

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

1. **Call to order:** 6:31 pm.
Present: Trustees Davenport, Greene, Roth and Selawsky.
Absent: Trustee Hahn.
Also Present: Tess Mayer, Director of Library Services; Dennis Dang, Administrative and Fiscal Services Manager; Amanda Myers, Acting Library Services Manager; Alicia Abramson, Information Systems Manager; Bae Smith, Supervising Librarian; Aimee Reeder, Assistant Management Analyst; Eve Franklin, Administrative Secretary;
2. **Public Comments:** 1 speakers.
3. **Comments from Library Unions:**
 - A. SEIU, LOCAL 1021 (Maintenance and Clerical Units) – 0 speakers
 - B. SEIU, LOCAL 1021 (Community Services and PTRLA Units) – 0 speakers
 - C. Public Employees Union, LOCAL 1 – 0 speakers
4. **Comments from Board of Library Trustees**
 - A. **Trustee Selawsky** – Welcome to new Trustee Beverly Greene. Thank you to staff for efforts during an uneasy time.
 - B. Trustee Davenport – Timed a trip to a Central after high school got out and was amazed to see how many patrons were in the new teen room and the mystery rooms. Thank you to Berkeley Public Library Foundation. Welcome to Beverly Greene.
 - C. Trustee Roth – Welcome to Beverly Greene. Appreciation of the staff and their efforts. Appreciation for Director Mayer.
 - D. Trustee Greene – Looking forward to the opportunity to give back to the city of Berkeley and to work with you on the board of library trustees. I am really honored and appreciate the opportunity to be able to serve with you on behalf of the library.

III. CONSENT CALENDAR

Action: M/S/C Trustee Roth /Trustee Davenport to adopt resolution #R21-105 to approve the consent calendar.

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

A. Approve Minutes of the July 7, 2021 Regular Meeting

From: Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the July 7, 2021 Regular Meeting of the Board of Library Trustees as presented.

Financial Implications: None

Contact: Tess Mayer, Director of Library Services

Action: Adopted resolution #R21-106.

B. FY 2021 Annual Gift Report

From: Dennis Dang, Administrative and Fiscal Services Manager

Recommendation: Adopt a resolution to approve annual reporting to the City Council of gifts received in FY 2021 as mandated by CC Resolution No. 65,444-N.S.

Financial Implications: see report

Contact: Tess Mayer, Director of Library Services

Action: Adopted resolution #R21-107.

C. Contract Amendment: No. 32100093, Pacific Site Management

From: Brian Gavin, Senior Building Maintenance Supervisor

Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 32100093 with Pacific Site Management for the provision of landscape maintenance services at all Berkeley Public Library facilities in an incremental increase of \$95,000.00, thereby increasing the contracted total not-to-exceed amount to \$120,000.00, and to amend the Contract's date of expiration to December 31, 2024 from December 31, 2021.

Financial Implications: see report

Contact: Brian Gavin, Senior Building Maintenance Supervisor

Action: Adopted resolution #R21-108.

D. Contract: Konica-Minolta for Public Printing and Photocopying Services

From: Alicia Abramson, Information Technology Manager

Recommendation: Adopt a Resolution authorizing the Director of Library Services to execute a contract with Konica Minolta Business Solutions U.S.A., Inc. for implementation, maintenance and related services of a Lease for Public-Use Photocopy and Printing Equipment and Service for Berkeley Public Library, for an amount not to exceed \$55,079 from September 15, 2021 through June 30, 2024. The agreement will replace the previous agreement with Konica Minolta Business Solutions U.S.A., Inc. which expired on September 18, 2020.

Financial Implications: see report

Contact: Alicia Abramson, Information Technology Manager

Action: Adopted resolution #R21-109.

E. Emergency Connectivity Fund Grant

From: Alicia Abramson, Information Technology Manager

Recommendation: Adopt a Resolution authorizing the Director of Library Services to apply for and accept, if awarded, up to \$36,800 in funding from the FCC's Emergency Connectivity Fund (ECF). If awarded, the money will be used for the purchase of 100 4G LTE (cellular) enabled Chromebook computers. These devices will expand the Library's existing Chromebook and Wi-Fi hotspot lending program from 50 to a total of 150 circulating Chromebooks.

Financial Implications: see report

Contact: Alicia Abramson, Information Technology Manager

Action: Adopted resolution #R21-110.

IV. ACTION CALENDAR

A. Format of Director Evaluation

From: Tess Mayer, Director of Library Services

Recommendation: Continue discussion of the format of the Director evaluation; determine next steps.

Financial Implications: none.

Contact: Tess Mayer, Director of Library Services

Action: No action taken. Director Mayer report in October to go over Goals and Objectives and progress. Trustee Davenport to provide feedback on the simple evaluation form. Trustees will then complete the form and send to John. Plan for a Closed Session meeting in November.

B. Resumption of Board of Library Trustee in person meetings

From: Tess Mayer, Director of Library Services

Recommendation: Discuss and determine whether or not the next Board of Library Trustees meeting, on October 6, 2021, will take place online or in the Meeting Room of the Central Library. Resolve that in the event that Executive Order N-29-20 is extended before the October 6, 2021 meeting, it will be held online. In the event that it is not, the meeting will be held in person.

Financial Implications: none.

Contact: Tess Mayer, Director of Library Services

Action: M/S/C Trustee Greene /Trustee Roth to adopt resolution #R21-112 to hold the October 6, 2021 regular meeting virtually.

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

V. INFORMATION CALENDAR

A. FYTD 2021 – 3rd Quarter YTD Budget Report

From: Administrative and Fiscal Services Manager

Contact: Dennis Dang, Administrative and Fiscal Services Manager

Action: Received

B. Outdoor Pickup Circulation Report – Bae Smith, Supervising Librarian

From: Supervising Librarian

Contact: Bae Smith, Supervising Librarian

Action: Received

C. Monthly Library Director’s Report

From: Director of Library Services

Contact: Tess Mayer, Director of Library Services

Action: Received

VI. AGENDA BUILDING

Next regular meeting will be held October 6, 2021.

Future topics:

- Director’s Evaluation
- Bylaws Status
- All Staff Meeting Dates for 2022
- BOLT Meeting Dates for 2022
- BPL Holidays for 2022

VII. ADJOURNMENT

Trustee Roth motioned, Trustee Davenport seconded to adjourn the meeting.

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

Adjourned at 7:56 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of September 1, 2021 as approved by the Board of Library Trustees

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

Attachments:

1. Outdoor Pickup Circulation Report – Bae Smith, Supervising Librarian