



**MINUTES**  
**Berkeley Public Library - Board of Library Trustees Regular Meeting**  
**Wednesday, November 3, 2021 6:30 PM**

This meeting was conducted exclusively through videoconference and teleconference.

Board of Library Trustees:

John Selawsky, President  
Amy Roth, Vice President

Diane Davenport  
Beverly Greene  
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:** 6:33 pm.  
Present: Trustees Davenport, Greene, Hahn, Roth and Selawsky.  
Absent: None  
Also Present: Tess Mayer, Director of Library Services; Alicia Abramson, Information Systems Manager; Jay Dickinson, Circulation Services Manager; Eve Franklin, Administrative Secretary; Nneka Gallaread, Administrative and Fiscal Services Manager; Vlad Kaplun, Information Systems Specialist; Amanda Myers, Acting Library Services Manager; Kelsey Ockert, Librarian I; Aimee Reeder, Assistant Management Analyst.
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** – None.

**II. CONSENT CALENDAR**

Action Calendar Item D, Approve Initiation of an RFP Process to hire Consultant to Support Strategic Planning was moved to the Consent Calendar.

**Action:** M/S/C Trustee Hahn /Trustee Davenport to adopt resolution #R21-120 to approve the consent calendar with the addition of Action Calendar Item D, Approve Initiation of an RFP Process to hire Consultant to Support Strategic Planning.

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

**A. Approve Minutes of the October 6, 2021 Regular Meeting**

**From:** Director of Library Services

**Recommendation:** Adopt a resolution to approve the minutes of the October 6, 2021 Regular Meeting of the Board of Library Trustees as amended (minor corrections).

**Financial Implications:** None

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

**Action:** Adopted resolution #R21-121.

**D. Approve Initiation of an RFP Process to hire Consultant to Support Strategic Planning**

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

**Recommendation:** Adopt the resolution approving the initiation of an RFP process to retain the services of a consultant in support of the Library's strategic planning work. The draft RFP will also be brought to the Board of Library Trustees for review, discussion, and approval.

**Financial Implications:** See report.

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

**Action:** Adopted resolution #R21-126 Adopt the resolution approving the initiation of an RFP process to retain the services of a consultant in support of the Library's strategic planning work. The draft RFP will also be brought to the Board of Library Trustees for review, discussion, and approval.

**III. ACTION CALENDAR**

**A. Discussion and Nominations for the Selection of Board President and Vice-President**

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

**Recommendation:** Following discussion, the Board will nominate Trustees to sit as President and Vice-President, for the term commencing November 4, 2021, for a one-year term.

**Financial Implications:** None

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

**Action:** M/S/C Trustee Hahn / Trustee Davenport to adopt resolution #R21-122 to elect Trustee Roth as President commencing on November 4, 2021, until the first meeting of the board in November 2022, and until a successor is elected, unless their term as a member of the Board of Trustees expires sooner.

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

**Action:** M/S/C Trustee Davenport / Trustee Selawsky to adopt resolution #R21-123 to elect Trustee Hahn as Vice President commencing on November 4, 2021, until the first meeting of the board in November 2022, and until a successor is elected, unless their term as a member of the Board of Trustees expires sooner.

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

**B. FY 2022 Budget Amendment (AAO)**

**From:** Nneka Gallaread, Administrative and Fiscal Services Manager

**Recommendation:** Adopt the resolution amending the FY 2022 approved Expenditures Budget for all Fund entities to \$25,566,341 based on appropriation of committed prior year funding and other adjustments totaling \$114,525.

**Financial Implications:** See report.

**Contact:** Nneka Gallaread, Administrative and Fiscal Services Manager

**Action:** M/S/C Trustee Davenport / Trustee Roth to adopt resolution #R21-124 amending the FY 2022 approved Expenditures Budget for all Fund entities to \$25,566,341 based on appropriation of committed prior year funding and other adjustments totaling \$114,525.

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

**C. Review and Possible Action on Budget Priorities for the FY 2023 & FY 2024 Biennial Budget Cycle**

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

**Recommendation:** Adopt the resolution adopting budget priorities for the Library for the FY 2023 and FY 2024 biennial budget cycle.

**Financial Implications:** See report.

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

**Action:** M/S/C Trustee Hahn / Trustee Davenport to adopt resolution #R21-125 adopting budget priorities for the Library for the FY 2023 and FY 2024 biennial budget cycle as amended:

1. Provide state-of-the-art, well maintained infrastructure, amenities, facilities, and library collections
2. Champion and demonstrate social and racial equity
3. Provide excellent, timely, easily-accessible services, programs, and information to the community

4. Support community safety, wellness, and recovery
5. Improve planning, procedures, and communications to support organizational development and responsiveness, including strategic planning and a staff training framework
6. Maintain the stability of the operating budget and plan for future operational needs – including establishing / maintaining a balanced budget

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

**D. Approve Initiation of an RFP Process to hire Consultant to Support Strategic Planning**

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

**Recommendation:** Adopt the resolution approving the initiation of an RFP process to retain the services of a consultant in support of the Library’s strategic planning work. The draft RFP will also be brought to the Board of Library Trustees for review, discussion, and approval.

**Financial Implications:** See report.

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

**Action:** Moved to Consent Calendar.

**IV. INFORMATION CALENDAR**

**A. Gratitude To Jim Jacobs, Berkeley Public Library’s First African American Librarian**

**From:** Director of Library Services

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

**Action:** Received

**B. BPL Joint Labor Management Committee Update**

**From:** Director of Library Services

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

**Action:** Received

**C. Monthly Library Director’s Report**

**From:** Director of Library Services

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

**Action:** Received

**V. AGENDA BUILDING**

Next regular meeting will be held December 8, 2021.

Future topics:

- Closed Session Evaluation of DOLS

**VI. ADJOURNMENT**

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

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

Adjourned at 8:11 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of November 3, 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. BPL Joint Labor Management Committee Update