



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

REGULAR MEETING
Wednesday 01/19/2022

AGENDA
6:30 PM

This Meeting Will Be
Conducted Exclusively
Through Videoconference and
Teleconference

Commission Members:

Amy Roth, President; Sophie Hahn, Vice President; Diane Davenport, Beverly Greene, John Selawsky

PUBLIC ADVISORY:

This Meeting Will be Conducted Exclusively Through Videoconference and Teleconference

Pursuant to Government Code Section 54953(e) and the state declared emergency, this meeting of the Board of Library Trustees will be conducted exclusively through teleconference and Zoom videoconference. The COVID-19 state of emergency continues to directly impact the ability of the members to meet safely in person and presents imminent risks to the health of attendees. Therefore, no physical meeting location will be 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, Administrative Secretary, \(510\) 981-6102](#). The Board of Library Trustees may take action related to any subject listed on the agenda.

I. PRELIMINARY MATTERS

A. Roll Call

B. Public Comment on Non-agenda Matters

Speakers are allowed 3 minutes each for up to 10 speakers; if more than 10 individuals have filled out and submitted cards to speak, the time for all speakers will be reduced to 2 minutes per person and if more than 20 individuals have submitted speaker's cards, the time per person will be reduced to one minute each, for a maximum of one hour of public comment.

C. Comments from Library Unions

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

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

D. Comments from Board of Library Trustees

II. CONSENT CALENDAR

The Board will consider removal and addition of items to the Consent Calendar prior to voting on the Consent

Calendar. All items remaining on the Consent Calendar will be approved in one motion.

A. Minutes of December 8, 2021 Regular Meeting

From: Tess Mayer, Director of Library Services

Recommendation: Adopt the resolution to approve the minutes of the December 8, 2021 Regular Meeting of the Board of Library Trustees.

B. Revised 2022 Berkeley Public Library Holiday and Early Closing Schedule

From: Tess Mayer, Director of Library Services

Recommendation: Adopt a Resolution to approve the revised 2022 Berkeley Public Library Holiday & Early Closing Schedule (attachment #2) to modify the date of the Malcolm X Day holiday to Friday, May 20, 2022.

C. 25th Annual Authors Dinner Event

From: Tess Mayer, Director of Library Services

Recommendation: Adopt the resolution approving the arrangements in preparation for the 25th annual Authors Dinner to be held on Saturday, May 21, 2022 at the Central Library.

D. License Agreement between Library and the Berkeley Public Library Foundation for use of Space in the Central Library

From: Nneka Gallaread, Administrative and Fiscal Services Manager

Recommendation: Adopt the resolution granting a three-year License Agreement with the Berkeley Public Library Foundation for the use of office space in the Central Library for the period from Sunday, January 3, 2021 through Thursday, January 4, 2024.

III. ACTION CALENDAR

A. A. Public Reports of actions taken pursuant to Government Code Section 54957.1 at the December 8, 2021 Closed Session – oral report

From: Amy Roth, President, Board of Library Trustees

IV. INFORMATION REPORTS

All items for discussion only and no final action.

A. Capital Projects Update – oral report

From: Tess Mayer, Director of Library Services, Nneka Gallaread, Fiscal & Administrative Services Manager, and Brian Gavin, Senior Building Maintenance Supervisor

B. Bylaws Update

From: Tess Mayer, Director of Library Services

C. Recruitment Update – oral report

From: Tess Mayer, Director of Library Services

D. 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.

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 ###.

//s//

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

Communications:

	<u>Date</u>	<u>Sender</u>	<u>Subject</u>
1.	12/21/2021	Meg	Request



MINUTES

Berkeley Public Library - Board of Library Trustees Regular Meeting Wednesday, December 8, 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 Amy Roth

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:** 6:33 pm.
Present: Trustees Davenport, Greene, Hahn, Roth and Selawsky.
Absent: None
Also Present: Tess Mayer, Director of Library Services; Eve Franklin, Administrative Secretary; Nneka Gallaread, Administrative and Fiscal Services Manager.
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 Hahn**
 - a. Welcome Back to Trustee Roth for second term and welcome as President.
 - b. Trustee Hahn reported that both she and Council Member Robinson's offices have received many calls & emails about issues with the elevators in the Telegraph Channing Mall where the Friends store is located. They are working with Public Works to try and get it fixed. Unfortunately, it is a very old elevator system, and it may need replacement. There is no money set aside for replacement at this time. Parking revenues fell during the pandemic, and we have had to use general fund money to backfill just the basic expenses, including the repayment of the bonds that were issued when we built the downtown garage.
 2. **Trustee Roth** – I appreciate the trust that all of you have placed in me. I will do my very best to be an effective leader for us. If we all work together as we have been doing, I don't see any reason why things shouldn't go very well. And let's hope that the pandemic will be under control soon that would solve many problems.

III. CONSENT CALENDAR

Action: M/S/C Trustee Selawsky / Trustee Davenport to adopt resolution #R21-126 to approve the consent calendar and presented.

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

A. Approve Minutes of the November 3, 2021 Regular Meeting

From: Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the November 3, 2021 Regular Meeting of the Board of Library Trustees as presented.

Financial Implications: None

Contact: Tess Mayer, Director of Library Services

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

IV. INFORMATION CALENDAR

A. FY2022 – 1st Quarter Budget Report

From: Administrative and Fiscal Services Manager

Contact: Nneka Gallaread, Administrative and Fiscal Services Manager

Action: Received

Trustee Hahn asked when do we usually get most of our revenue. Library Fiscal Administrative Services to check in with City of Berkeley and confirm when they've been coming in.

V. AGENDA BUILDING

Next regular meeting will be held January 19, 2022.

Future topics:

- Update on Building improvements programs. Paint looking faded.
- Capital Improvement Project List update
- Bylaws Project Update

VI. ADJOURNMENT

Trustee Selawsky motioned, Trustee Davenport seconded to adjourn the meeting and go into closed session. Vote: Ayes: Trustees Davenport, Hahn, Roth and Selawsky. Noes: None. Absent: Trustee Greene. Abstentions: None.

Adjourned at 7.02 PM.

VII. CLOSED SESSION –

The Board will convene in Closed Session pursuant to California Government Code Section 54957(b) for discussion and possible action regarding:

A. Public Employee Performance Evaluation (Pursuant to Government Code Section 54957)

Title of position being evaluated: Director of Library Services

No action was taken.

VIII. ADJOURNMENT

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

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

Adjourned at 8:25 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of December 3, 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

January 19, 2022

To: Board of Library Trustees
From: Tess Mayer, Director of Library Services
Subject: Revised 2022 Berkeley Public Library Holiday and Early Closing Schedule

RECOMMENDATION

Adopt a Resolution to approve the revised 2022 Berkeley Public Library Holiday & Early Closing Schedule (attachment #2) to modify the date of the Malcolm X Day holiday to Friday, May 20, 2022.

FISCAL IMPACTS OF RECOMMENDATION

There is no fiscal impact from this report.

CURRENT SITUATION AND ITS EFFECTS

The 2022 Library Schedule of Holiday and Early Closures (attachment #3) approved by the Board of Library Trustees on October 6, 2021 via resolution R21-117 included Thursday, May 19, 2021 as the Malcolm X Holiday. The City of Berkeley subsequently scheduled the Malcolm X Holiday for Friday, May 20, 2022.

BACKGROUND

The Board of Library Trustees approves the Library's holiday schedule each fall for the upcoming year. This schedule, approved annually, results in the closure of all libraries, including the branches, on designated dates. Union contracts specify recognized holidays for employees in the various Units of the City of Berkeley. The Board sets the operating schedule for the Library. For the most part the Library follows the City of Berkeley practice when it comes to closing services for holidays with the exception that the Library does not participate in approved VTO (voluntary time off) days and as recognized in the SEIU Local 1021 Community Services Chapter Memorandum Agreement, the Library may close on Christmas Eve in lieu of Lincoln's Birthday. The City of Berkeley's practice for the Malcolm X Day holiday is to close on the Monday or Friday closest to May 19.

RATIONALE FOR RECOMMENDATION

Approving the revised date of the Malcolm X Holiday as Friday, May 20, 2022 would allow the Library to match the City of Berkeley practice for Malcolm X Day holiday.

ALTERNATIVE ACTIONS CONSIDERED

CONTACT PERSON

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

Attachments:

- 1: Resolution
- 2: Revised 2021 Berkeley Public Library Holiday & Early Closing Schedule
- 3: 2021 Library Schedule of Holiday and Early Closures approved 10/06/2021

BOARD OF LIBRARY TRUSTEES
RESOLUTION NO: 22-00#

REVISED 2022 BERKELEY PUBLIC LIBRARY HOLIDAY AND EARLY CLOSING SCHEDULE

WHEREAS, union contracts specify recognized holidays for employees in the various Units of the City of Berkeley; and

WHEREAS, the Board of Library Trustees sets the operating schedule for the Library; and

WHEREAS, for the most part the Library follows the City of Berkeley practice when it comes to closing services for holidays; and

WHEREAS, the Board of Library Trustees approved the Library's holiday schedule for 2021 at its regular meeting on October 6, 2021; and

WHEREAS, the City of Berkeley subsequently scheduled the Malcolm X Holiday for Friday, May 20, 2022; and

WHEREAS, the schedule approved on October 6, 2021 does not match the City of Berkeley schedule for the Malcolm X Day holiday.

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley approves the attached revised 2022 Berkeley Public Library Holiday and Early Closing Schedule (attachment #2) to modify the date of the Malcolm X Day holiday to Friday, May 20, 2022.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on Wednesday, January 19, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Amy Roth, President

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

Berkeley Public Library Revised 2022 Schedule of Holidays & Early Closings

Date	Holiday	Closure	Early Closing
1. December 31, 2021 (Friday)	New Year's Day Observed	X	
2. January 1, 2022 (Saturday)	New Year's Day	X	
3. January 17, 2022 (Monday)	Martin Luther King Jr. Day	X	
4. February 11, 2022 (Friday)*	Lincoln's Birthday observed	X	
5. February 21, 2022 (Monday)	President's Day	X	
6. May 20, 2022 (Friday)	Malcolm X Day	X	
7. May 30, 2022 (Monday)	Memorial Day	X	
8. June 19, 2022 (Sunday)	Juneteenth	X	
9. June 20, 2022 (Monday)	Juneteenth Observed	X	
10. July 4, 2022 (Monday)	Independence Day	X	
11. September 5, 2022 (Monday)	Labor Day	X	
12. October 10, 2022 (Monday)	Indigenous People's Day	X	
13. November 11, 2022 (Friday)	Veterans' Day	X	
14. November 23, 2022 (Wednesday)	Thanksgiving Eve		All Library locations to close at 6:00pm
15. November 24, 2022 (Thursday)	Thanksgiving Holiday	X	
16. November 25, 2022 (Friday)	Thanksgiving Holiday	X	
17. December 24, 2022 (Saturday) *	Christmas Eve		All Library locations to close at 5:00pm
18. December 25, 2022 (Sunday)	Christmas Day	X	
19. December 26, 2022 (Monday)	Christmas Day observed	X	

* In 2022, The Library will observe Lincoln's Birthday (observed 02/11/2022) instead of the Christmas Eve (12/24/2022) in order to avoid a Library closure of three consecutive days.

Berkeley Public Library
2022 Schedule of Holidays & Early Closings
As Approved October 6, 2021

Date	Holiday	Closure	Early Closing
20. December 31, 2021 (Friday)	New Year's Day Observed	X	
21. January 1, 2022 (Saturday)	New Year's Day	X	
22. January 17, 2022 (Monday)	Martin Luther King Jr. Day	X	
23. February 11, 2022 (Friday)*	Lincoln's Birthday observed	X	
24. February 21, 2022 (Monday)	President's Day	X	
25. May 19, 2022 (Thursday)	Malcolm X Day	X	
26. May 30, 2022 (Monday)	Memorial Day	X	
27. June 19, 2022 (Sunday)	Juneteenth	X	
28. June 20, 2022 (Monday)	Juneteenth Observed	X	
29. July 4, 2022 (Monday)	Independence Day	X	
30. September 5, 2022 (Monday)	Labor Day	X	
31. October 10, 2022 (Monday)	Indigenous People's Day	X	
32. November 11, 2022 (Friday)	Veterans' Day	X	
33. November 23, 2022 (Wednesday)	Thanksgiving Eve		All Library locations to close at 6:00pm
34. November 24, 2022 (Thursday)	Thanksgiving Holiday	X	
35. November 25, 2022 (Friday)	Thanksgiving Holiday	X	
36. December 24, 2022 (Saturday) *	Christmas Eve		All Library locations to close at 5:00pm
37. December 25, 2022 (Sunday)	Christmas Day	X	
38. December 26, 2022 (Monday)	Christmas Day observed	X	

** In 2022, The Library will observe Lincoln's Birthday (observed 02/11/2022) instead of the Christmas Eve (12/24/2022) in order to avoid a Library closure of three consecutive days.*



CONSENT CALENDAR

January 19, 2022

To: Board of Library Trustees
From: Tess Mayer, Director of Library Services
Subject: 25th Annual Authors Dinner Event

RECOMMENDATION

Adopt the resolution approving the arrangements in preparation for the 25th annual Authors Dinner to be held on Saturday, May 21, 2022 at the Central Library.

FISCAL IMPACTS OF RECOMMENDATION

There is no fiscal impact from this report.

BACKGROUND

For the past 24 years, the Berkeley Public Library Foundation has held an annual Authors Dinner at the Central Library. The event generates much excitement throughout the community and is an important fundraising event for the Library Foundation.

CURRENT SITUATION AND ITS EFFECTS

The 25th annual Authors Dinner is scheduled for Saturday, May 21, 2022 with a gala reception beginning at 6 pm, followed by a Silent Auction and dinner. The Foundation is expecting approximately 320 guests, and 30 noted authors are scheduled to attend. In preparation for this event, the following arrangements need Board approval:

1. Close the Central Library at 5:00 pm on Saturday, May 21, 2022.
2. Shut down the Central Library's public computers at 4:50 pm on Saturday, May 21, 2022.
3. Arrange for Library staff to assist with cleanup of the Central Library between 5:00 and 6:00 pm on Saturday, May 21, 2022.
4. Close the second floor Reference Room, the Teen Room, the Historic Lobby, the second floor Reading Room, and the Berkeley History Room all day on Saturday, May 21, 2022
5. Arrange for maintenance staff to be available for resetting lights and various other set-up efforts.

FUTURE ACTION

No future action is required.

CONTACT PERSON

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

Attachments:

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R22-___

**APPROVAL OF THE ARRANGEMENTS FOR THE 2022 25th ANNUAL AUTHORS DINNER EVENT
TO BE HELD ON SATURDAY MAY 21, 2022 AT THE CENTRAL LIBRARY**

WHEREAS, over the past 24 years the Berkeley Public Library Foundation has held annual Authors Dinners at the Central Library; and

WHEREAS, this event is an important fundraising event for the Library Foundation; and

WHEREAS, the 25th annual Authors Dinner is scheduled for Saturday, May 21, 2022; and

WHEREAS, in preparation for the event, specific arrangements must be approved by the Board of Library Trustees.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the following arrangements in preparation for the eleventh annual Authors Dinner:

1. Close the Central Library at 5:00 pm on Saturday, May 21, 2022.
2. Shut down the Central Library's public computers at 4:50 pm on Saturday, May 21, 2022.
3. Arrange for Library staff to assist with cleanup of the Central Library between 5:00 and 6:00 pm on Saturday, May 21, 2022.
4. Close the second floor Reference Room, the Teen Room, the Historic Lobby, the second floor Reading Room, and the Berkeley History Room all day on Saturday, May 21, 2022.
5. Arrange for maintenance staff to be available for resetting lights and various other set-up efforts.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a special meeting held on January, 5, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Amy Roth, President

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



CONSENT CALENDAR

January 19, 2022

To: Board of Library Trustees
From: Nneka Gallaread, Administrative and Fiscal Services Manager
Subject: License Agreement between Library and the Berkeley Public Library Foundation for use of Space in the Central Library

RECOMMENDATION

Adopt a resolution granting a three-year License Agreement with the Berkeley Public Library Foundation for the use of office space in the Central Library for the period from Sunday January 3, 2021 through Thursday, January 4, 2024.

FISCAL IMPACTS OF RECOMMENDATION

The total revenue for this license agreement is \$3.00 over the term of this agreement.

CURRENT SITUATION AND ITS EFFECTS

In the Central Library, the Foundation utilizes office space on the third floor to conduct business related to the support of the Berkeley Public Library. The Foundation annually gifts funding to the Library that are either raised through their activities as a non-profit organization or received through donations that subsequently pass-through to the Library. The Library is not seeking or requesting any changes to the designated allotted space or general arrangements of use for the spaces subject to this license agreement.

BACKGROUND

The Berkeley Public Library Foundation, a nonprofit 501(c)(3) organization, is dedicated to raising funds to support and enhance the facilities, equipment, programs, and services of the Berkeley Public Library. The existing agreement granting a three-year license to the Foundation for the use of office space at the rate of \$1 per year was approved by Resolution No.: R17-070 issued by the Board of Library Trustees at a regular meeting held on December 6, 2017. It expired on January 1, 2021 and we have been operating month-to-month under section 2.b. of contract.

RECOMMENDATION

Staff recommends the execution of a new agreement for three years at the existing rate of \$1 per year.

CONTACT PERSON

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

Attachments:

1: Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: 22-__

LICENSE AGREEMENT BETWEEN THE BERKELEY PUBLIC LIBRARY AND THE BERKELEY PUBLIC LIBRARY FOUNDATION FOR USE OF SPACE IN THE CENTRAL LIBRARY

WHEREAS, the Berkeley Public Library Foundation provides support for the facilities, programs, and services of the Berkeley Public Library; and

WHEREAS, the Berkeley Public Library has a license agreement with the Berkeley Public Library Foundation for the use of office space in the Central Library located at 2090 Kittredge Street, Berkeley, CA 94704; and

WHEREAS, the agreement approved by the Board of Library Trustees on December 6, 2017 by passage of Resolution No.: R17-070 granted a three-year license agreement for the use of office space in the Central Library at the rate of \$1 per year for the period of January 3, 2018 through January 2, 2021; and

WHEREAS, the Berkeley Public Library Foundation is responsible for maintenance of the licensed space; and

WHEREAS, the license agreement is requested for the purpose of permitting the Berkeley Public Library Foundation to support the Library by engaging in activities that support and enhance Library facilities, programs, and services to the Berkeley community;

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that the Director of Library Services is authorized to execute a license agreement and any amendments with the Berkeley Public Library Foundation for the use of office space at the Central Library for the period from January 3, 2021 through January 4, 2024 at a lease rate of \$1.00 per year.

ADOPTED by the Board of Library Trustees of the City of Berkeley during a regular meeting held on January 19, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Amy Roth, President

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



INFORMATION REPORTS

January 19, 2022

To: Board of Library Trustees
From: Tess Mayer, Director of Library Services
Subject: Update on the completion of draft bylaws

INTRODUCTION

Library staff is finalizing the work initiated by the first Ad Hoc Bylaws Subcommittee in 2017. Per the presentation at the March 3, 2021 Board of Library Trustees meeting, Director Mayer pursued the course of action delineated and has prepared a draft version of the bylaws for review.

FISCAL IMPACT

There is no fiscal impact from this report.

BACKGROUND

Over the course of 2017 through 2019, the first Ad Hoc Bylaws Subcommittee including Trustee Judy Hunt, Trustee Sophie Hahn, and then Acting Director of Library Services, Elliot Warren, met to develop and structure a process for the creation of bylaws. The process carried forward and draft bylaws were developed, but the project was temporarily paused due to the onset of the pandemic. Director Mayer reengaged with the project in February 2021, replacing Warren on the Subcommittee, and recommended a course of action in March. She has completed most of this work, including reviewing the document and contracting with an external consultant to recommend changes. Mayer collaborated with consultant Ruth Metz Associates to produce the updated draft document.

CURRENT SITUATION AND ITS EFFECTS

The most recent draft of the bylaws document is included in the January 19 Board of Library Trustees regular meeting packet.

FURTHER ACTION

Director of Library Services Mayer will submit the draft bylaws document for legal review, to a party agreed upon by the Subcommittee. The draft will be finalized, and submitted to the Board of Library Trustees for Public Comment. Comments will be integrated into the draft, and the draft will again be presented to the Board of Library Trustees for Public Comment. Depending on the extent of additional comment and/or need for additional revisions, this item will be placed on the Board of Library Trustee agenda to finalize.

CONTACT PERSON

Tess Mayer, Director of Library Services, (510) 981-6195

Attachments:

1. Draft Bylaws of the City of Berkeley Board of Library Trustees (BOLT)

Bylaws of the City of Berkeley Board of Library Trustees (BOLT)

Berkeley Public Library strives to build community through its services, programs, and collections. The Library brings people together to share access to books, information, ideas, and culture. The Library is dedicated to building a community of lifelong learners who share an interest in personal and community development and enjoyment through literacies of all types. We serve a diverse community, and our services celebrate that diversity through a wide array of programs and collections that welcome, reflect, and include the diversity of Berkeley.

Mission Statement:

“We believe free, universal access to information is fundamental to a healthy democracy and that reading, and learning are key to a well-lived life. The Berkeley Public Library is a trusted hub of reading, learning, and community engagement.” (May 2020)

The Board of Library Trustees (“BOLT”) shall endeavor to ensure that the mission of the Library is upheld, as well as the American Library Association’s Bill of Rights and the Urban Libraries Council’s Statement on Race and Social Equity.

BOLT is appointed by the Berkeley City Council to manage the Berkeley Public Library and all branch libraries (the “Library”) on behalf of the City and citizens of Berkeley, and to provide leadership, governance, and oversight.

Article I - Organization

Pursuant to Section 30 of the Charter of the City of Berkeley (the “Charter”) and Berkeley Municipal Code (“BMC”) Chapter 3.04, BOLT is the governing body of the Library. BOLT delegates duties and powers to the Library Director. BOLT’s duties are enumerated in the Charter and BMC.

1. Employ a Library Director who will be administratively responsible for the day-to-day operation of the Berkeley Public Library.
2. All Duties prescribed in Section 30 of the Charter and BMC Chapter 3.04 including (excerpts):
 - a. manage and control the Library;
 - b. make and enforce rules, regulations, and bylaws necessary for the administration, governance and protection of the Library and Library property;
 - c. appoint officers and employees of the library as may be necessary to adequately conduct the business of the library, and to prescribe their duties and powers;
 - d. recommend to the City Council the purchase or lease of real property.

3. Annually evaluate the job performance of the Library Director.
4. Participate in the formation and adoption of a strategic plan for the Library and support achievement of such plan through the Library's programs and budget.
5. Develop budgetary priorities and recommend an annual budget for the operation and maintenance of the Library.
6. Approve by vote of BOLT library purchases of materials, supplies or equipment of \$50,000 or more, and contracts for services of \$25,000 or more.
7. Purchase, lease and/or erect buildings, quarters, and sites for the Library and its administration and controlling all Library property.
8. Communicate the mission, goals, needs and other important information about the Library to the City of Berkeley and to the public.
9. Make an annual report to the City Council describing the condition of the Library and a summary of BOLT's work over the course of the past year, as well as any other reports and information that may be requested by the City Council.

Article II - Membership

1. **Membership** - The Board of Library Trustees shall consist of five (5) members ("Trustee" or "Trustees"), to be appointed by the City Council. All Trustees shall be residents of the City of Berkeley.
2. **Appointment** - Four of the five Trustees shall be appointed by the City Council. The fifth Trustee shall be a Councilmember, also appointed by the City Council.
3. **Removal** - Trustees shall be subject to removal from BOLT at the pleasure of the City Council, prior to the expiration of their appointed term.
4. **Majority Vote Required** - A majority vote of all the members of the City Council shall be required to appoint a Trustee, fill any vacancy, or to remove any member from the board prior to the expiration of their term of office.
5. **Terms** - The term of office of non-Councilmember Trustees shall be four (4) years. The term of the Councilmember Trustee shall expire on December 1 of the year their Council term expires.
 - a. Each Trustee shall serve until a successor is appointed and qualified.

- b. Vacancies from whatever cause, [except temporary vacancies], shall be filled by the City Council for the unexpired term.
5. **Compensation** - Trustees shall serve without compensation.
6. **Oath of Office** - Before a Trustee participates as a voting member of BOLT, they must take the Oath of Office as required by law at the City of Berkeley Clerk's Department or through BOLT Secretary at a regular BOLT meeting. Failure to take the Oath of office within 30 days of appointment is cause for automatic termination.
7. **Attendance Requirements** - BOLT members shall attend all regular and special BOLT meetings. If a Trustee is unable to attend a meeting, that member shall notify the BOLT President and Secretary.
8. **Leaves of Absence** - If a Trustee must be absent for a period, a leave of absence not to exceed three months may be granted by the Council; the Library Director shall submit a consent item to the Council agenda to approve the absence prior to the commencement of the period of absence.
9. **Resignation Procedure** - A Trustee wishing to resign shall submit a written resignation directly to the BOLT President and Secretary. Once submitted, a letter of resignation cannot be withdrawn. The effective date of the resignation is the date it is received by the President and Secretary unless a future date is indicated. The Secretary shall then notify BOLT, the City Clerk and City Council that a vacancy exists.

Article III - General Responsibilities of Trustees

Each Trustee shall:

1. Abide by these Bylaws and all Library policy including, but not limited to, the Library's conflict of interest statement, code of ethics, and confidentiality requirements.
2. Abide by the requirements of the Brown Act and be familiar with Robert's Rules of Order.
3. Strive to build strong working relationships with other Trustees; during meetings, practice civility and decorum in discussions and debate, value each other's time, and preserve order and decorum.
4. Understand and periodically review existing Library Policies, including, but not limited to, the Board of Library Trustees Meeting Policy, Ethical Conduct Policy, and Privacy Policy.

5. Understand and support basic library tenets including, but not limited to, the Library Bill of Rights, the Urban Libraries Council's Statement on Race and Social Equity, The American Library Association's Freedom to Read Statement, Intellectual Freedom, and patron privacy rights.
6. Stay informed about BOLT and Library matters by reviewing all distributed minutes, reports, and documentation.
7. Assist BOLT in carrying out its fiduciary responsibilities including, but not limited to, reviewing, and approving financial reports, the annual budget, and the annual audit report.
8. Stay current on developments and trends related to public libraries and, when possible, participate in library conferences, workshops, and educational undertakings.
9. Periodically visit the Library locations, Central and branches.
10. Serve as an advocate for the Library through formal and informal communication opportunities with the public, businesses, civic groups, and other organizations.
11. Strive to establish relationships with the Berkeley Public Library Foundation, the Friends of the Berkeley Public Library and other community organizations affiliated with the Library.
12. Serve on ad hoc committees when assigned and complete associated projects.
13. Abide by and uphold BOLT's decisions.

Article IV - Officers

BOLT Officers shall be the President, Vice President, and Secretary. BOLT shall elect one of its members President, and one of its members Vice-President. The President and Vice-President have full rights to make or second motions. The Director of Library Services shall be ex officio Secretary of the board.

1. **Terms of Office:**
 - a. The President and Vice President shall be elected at the first BOLT meeting in October of each year.
 - b. The President and Vice President shall hold office for one (1) year terms, and until their successors are elected, unless their terms as member of BOLT expire sooner.
 - c. No board member shall serve as President for more than two (2) consecutive terms if so elected; The Vice President may serve an unlimited number of consecutive one (1) year terms, if so elected.

- d. The Vice President does not assume the position of President if the President resigns from the Office of President or from BOLT, or is removed, but remains as the Vice President.
- e. In the event the Office of President or Vice President is vacated for any reason, a Special Election shall be completed within four months of such vacancy.
- f. There is no automatic or presumptive succession from the office of Vice President to President, but the Vice President may be nominated and elected to the position of President in the same manner as any other Trustee.
- g. If the offices of both the President and Vice President are vacated, the Trustee with greatest seniority on BOLT shall serve in the same manner as a Vice President, until such time as a President or Vice President is duly elected.

2. Procedures for Regular and Special Elections of the President and Vice President -

a. Regular Elections:

- i. In August of each year, an information report shall be included on the Regular BOLT Meeting Agenda explaining the rules for elections to the Offices of President and Vice President and the duties of such Officers and calling for nominations to be made at the September BOLT meeting.
- ii. At the September BOLT meeting, nominations shall be agendaized as an Action item. Trustees may nominate themselves or other Trustees for consideration for either or both Offices. Nominations require a motion, but no second, and may be declined by the nominee.
- iii. At the October BOLT meeting, the Election of a President and Vice President shall be agendaized as two separate Action Items, with the office of President to be voted upon first. All Trustees accepting nomination for each office at the September meeting shall be listed. A duly nominated Trustee may be listed for either or both offices but may only be elected to one. The presiding officer shall call for any additional nominations (which may be declined) or declinations as the election for each office is taken up and, after closing nominations, shall allow each nominee an equal opportunity to speak on behalf of their own candidacy. Nominees may then be discussed by the full BOLT membership, after which the presiding officer shall call for a public roll-call vote for that office. Should a Trustee nominated to both the offices of President and Vice President be elected as President, their nomination for the office of Vice President shall be nullified. The results of each vote shall be publicly announced and recorded in the minutes.
- iv. In the event no President or Vice President is elected on the first round at the October meeting, the presiding officer may call for additional rounds of nominations, speaking, discussion and voting at the same meeting until the office is filled, or may postpone the election for that office to the next regular meeting, at which time the same procedures for nominations, speaking, discussion and voting shall be followed.

b. Special Elections:

- i. Special Elections for the office of President or Vice President, necessitated by the resignation or removal of a President or Vice President prior to the expiration of their term as an officer or as a Trustee, shall follow the same three-meeting process as required for Regular Elections, unless the resignation or removal takes place in the three months preceding the date for a Regular October election, in which case no Special Election shall be required.

3. Duties of the President

- a. Serve as the Presiding Officer at all meetings and ensure BOLT's work is accomplished.
- b. Ensure that all viewpoints are heard and are considered in a fair and impartial manner, while exerting sufficient control to eliminate irrelevant, repetitious, or otherwise unproductive discussion.
- c. Ensure that the Charter, Berkeley Municipal Code, BOLT Bylaws and other BOLT policies are followed. The President cannot make rules related to the conduct of meetings; only the full BOLT may do so.
- d. Approve the agenda prior to distribution. This is limited to the structure and order of the agenda and does not grant the President the authority to remove items submitted by other Trustees or staff.
- e. Appoint Trustees to ad hoc subcommittees, subject to the approval of BOLT.
- f. Sign correspondence on behalf of BOLT.
- g. Represent BOLT before the City Council. Other Trustees may represent BOLT before the City Council, but only with formal approval by motion and majority vote of BOLT.
- h. Approve final BOLT reports to Council, without modifying content that was approved by the full BOLT.

4. Duties of The Vice President

- a. Serve as the Presiding Officer in the absence of the President and perform all the functions of the President in their absence or disability.
- b. Perform such functions as may be assigned by the President or BOLT.

5. Duties of The Secretary

- a. Keep a full account of all receipts and expenditures.
- b. Keep a record and full minutes of all proceedings.
- c. Fulfill all applicable duties of the Secretary, as defined in the City of Berkeley Commissioner's Manual.

ARTICLE V: Filling BOLT Vacancies [TO BE ADDED]

1. **Ad-hoc Trustee Nominating Sub-committee** - When a BOLT vacancy has occurred or is planned to occur, the President will appoint an ad hoc trustee nominating sub-

committee to identify candidates. The Library Director as Secretary to BOLT will assist the sub-committee.

2. **Candidate Search Objectives** - The sub-committee's purpose will be to ensure that nominations are inclusive and broadly represents the diverse perspectives of the community. The sub-committee will seek candidates with varied backgrounds, knowledge, abilities, expertise, and networks that can advance the Mission and Vision of the Library. The community's various perspectives are brought to bear when BOLT reflects the demographics of the broad community, such as age, ethnicity, race, culture, gender, and education. Geographic variety also enhances the perspective of BOLT, as does having variety in the roles of individuals, e.g., parents, students, business owners, learners, educators, and service organizations. Partnerships are a key to the library's capacity to build community and to serve the community. Thus, identifying candidates active in the community and familiar with community-based networking is a desirable aim of the sub-committee. The search objectives include finding candidates able to carry out the trustee role, functions, and duties, as described in these bylaws.
3. **Search Process** - The sub-committee will convene to take account of current BOLT needs and to schedule the process for its purposes. The process will include the creation and posting of a vacancy announcement, the application period, the review of candidates, the recommendation to BOLT, and action taken by BOLT.
4. **Vacancy Announcement** - The sub-committee will write an announcement that BOLT is seeking interested parties, including the requirements thereof, the manner and form of applying, and the due date for submission of applications; the sub-committee, working with the Library Director and the City, and with the approval of BOLT, will advertise the call for interest.
5. **Application Procedure** - For consideration, any applicant must be a permanent resident of the City of Berkeley, CA. Applicants must submit a resume and a supplemental statement of interest that addresses:
 - a. Why the applicant wants to be a Trustee for the Library.
 - b. What special knowledge, experiences, and perspective the applicant would bring BOLT.
 - c. The role the applicant has had in building community through partnerships and collaborations.
5. **Review of Candidates** - The sub-committee will review each application based on the applicant's submitted information. The purpose of the review is to identify nominees that meet the search objectives, will be able to carry out the duties and functions of the Trustee as stated in the Bylaws, will advance the Vision and Mission of the Library, and will be a resource for collaboration and partnerships on behalf of the Library.

7. **Nominations** – The sub-committee will provide a summary of its process, evaluation, and recommendation for one or more nominees to BOLT for action and furtherance to the Council.

Article V - BOLT Meetings

1. **Brown Act:** All meetings must be conducted in compliance with the Brown Act.
2. **Regular Meetings:** A regular meeting of BOLT shall be held at least once a month, at a time and place as determined by resolution.
3. **Agenda and Notice Requirements:** Agendas for regular meetings of BOLT should follow the same content and notice requirements for agendas as enumerated in the Commissioners Manual, including:
 - a. At least 72 hours before a regular meeting, the Secretary shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session, if any.
 - b. Agenda titles should fully describe the issue or action to be discussed and/or taken.
 - c. The agenda shall specify the time and location of the regular meeting.
 - d. The agenda shall include, but is not limited to, the following:
 - i. Call to Order
 - ii. Public Comment on Non-Agendized, Consent, and Information Items
 - iii. Comment from Unions
 - iv. Approval of Minutes
 - v. Consent Items
 - vi. Action Items
 - vii. Information Reports
 - viii. Communications
 - ix. Adjournment
 - e. The agenda must be posted in the following locations:
 - i. On the bulletin board at Old City Hall at 2134 Martin Luther King Jr. Way
 - ii. At the Central Library and all Branch Library locations
 - iii. The location where the meeting will be held if not held in one of the Library branches
 - iv. On the Berkeley Public Library website
 - f. The agenda and accompanying information for a meeting shall be approved by the President, pursuant to Section 3(d) of these Bylaws.
 - i. An item may be placed on the meeting agenda for BOLT consideration by any Board member by submitting it in person at a Regular BOLT Meeting or electronically to the BOLT President and Secretary, for consideration at the next Regular BOLT meeting.

- ii. If an item is received after a BOLT meeting agenda has already been published, it will be considered at the next Regular BOLT Meeting for which appropriate notice can be given.
- iii. Emergency items may only be added to an agenda at a BOLT meeting in accordance with the Brown Act, Gov. Code Section 54954.2(b).

4. Special meetings

- a. Special meetings of BOLT may be called at any time by the President or by any three (3) Trustees, by written notice at least twenty-four (24) hours before the time of the proposed meeting, or at any time by the President with the written consent of all BOLT members.
- b. Notice and agenda requirements for Special Meetings shall conform to the Commissioner's Manual.
- c. Subcommittee meetings are considered Special Meetings for the purposes of noticing and agenda requirements.

5. Meeting Conduct: All BOLT Meetings shall be conducted according to the Board of Library Trustees Meeting Policy (see appendix).

- a. In addition, Library Trustees are expected to clarify to the public and staff appropriate communication channels related to employee grievances as designated by labor union/City of Berkeley agreements.
- b. Trustees shall not engage in public negotiations that may contradict or jeopardize agreements and/or contracts between the City and other entities, such as businesses, community organizations, labor unions or other such organizations.

6. Cancellation of Meetings

Upon notification that a quorum of Board members will not be present at a meeting, the President may elect to cancel or reschedule the meeting. Public notice of cancelled or rescheduled meetings shall conform to the Commissioner's Manual.

Article VI – General Conduct of Trustees

1. By accepting board membership, a trustee is committing to honor the following code of conduct:
 - a. As a trustee, I shall do my utmost to ensure that Berkeley Public Library performs its mission and achieves its goals. As a trustee I agree to:
 - b. Act with honesty and integrity.
 - c. Support in a positive manner all actions taken by the board even when I am in a minority position on such actions. I recognize that decisions of the board can be made only by a majority vote at a board meeting and respect the majority decisions of the board, while retaining the right to seek changes through ethical and constructive channels.

- d. Participate in annual strategic planning retreats and work sessions to evaluate the Library Director; participate in board self-evaluation programs; and participate in board development workshops, seminars, and other educational events that enhance my skills as a board member.
 - e. Keep confidential information confidential.
 - f. Exercise my authority as a trustee only when acting in a meeting with the full board or as I am delegated by the board.
 - g. Work with and respect the opinions of my peers who serve this board and leave my personal prejudices out of all board discussions.
 - h. Always act for the good of the organization and represent the interests of all people served by the organization.
 - i. Always represent this organization in a positive and supportive manner.
 - j. Observe the parliamentary procedures and display courteous conduct in all board and committee meetings.
 - k. Refrain from intruding on administrative issues that are the responsibility of management, except to monitor the results of the organization.
 - l. Accept my responsibility for providing oversight of the financial condition of the organization.
 - m. Avoid acting in a way that represents a conflict of interest between my position as a board member and my personal or professional life, even if those actions appear to provide a benefit for the organization. This includes using my position for the advantage of my friends and business associates. If such a conflict does arise, I will declare that conflict before the board and refrain from voting on matters in which I have conflict.
 - n. Develop familiarity with and follow City of Berkeley and Berkeley Public Library's policies related to ethical conduct of staff and officials.
 - o. Abide by these board operating practices.
2. BOLT members may interact with the public; however, if trustees are contacted by the public outside of a meeting, commissioners should encourage them to send their comments to the secretary for distribution to all commissioners or come to a BOLT meeting and speak at public comment. This will allow the full board to hear and consider all pertinent information and points of view.
 3. Any time a commissioner uses their commission title or references their membership on the Board of Library Trustees when speaking publicly, they must state the following: "I am speaking in an individual capacity and not representing the Board of Library Trustees or the City of Berkeley."
 4. Each trustee has the obligation to work cooperatively with other trustees. Trustees should exercise self-discipline and strive always to be objective, fair, and courteous with each other as well as with staff and the public. A healthy respect for the time of other trustees, staff, and the public is of critical importance.

Article VII - Quorum and Resolution Adoption of the Berkeley BOLT

1. A quorum of BOLT shall consist of a majority of Actually Appointed members of the Board. No action shall be taken by BOLT without a quorum present.
2. The number of affirmative votes needed to pass a motion is the same number that constitutes a quorum.

Article VIII - Ad Hoc Subcommittees

1. From time-to-time BOLT or the President, with confirmation from BOLT, may appoint two BOLT Trustees to serve as a temporary subcommittee with a finite, single-purpose purview, and a tenure of up to one year, as established by BOLT.
2. Ad hoc Subcommittee meetings are Special Meetings and must comply with the Brown Act and the Commissioner's Manual. Trustees who are not members of the Ad Hoc Subcommittee may not attend Subcommittee meetings, even as observers.
3. Subcommittees are tasked with the study of a specific issue and with making a recommendation to BOLT. BOLT has the opportunity for input when the subcommittee reports its findings and makes recommendations. BOLT has final decision-making authority on the disposition of the subcommittee's work.
4. Only Trustees may serve on Ad hoc Subcommittees; however, Subcommittees should seek input and advice from the public.

Article IX - The Director

1. Duties of the Director
 - a. Duties of the Director shall be to oversee the day-to-day operation of the Library.
 - b. In the Director's discretion, specific tasks may be delegated to a member of the Library Staff.
 - c. The Director's authority includes the approval of purchases of materials, supplies or equipment up to the amount of \$50,000 and contracts for services up to the amount of \$25,000.
 - d. The Director shall also have the authority to hire employees of the Berkeley Public Library and to negotiate with the various collective bargaining units on ongoing issues.
 - e. The Library Director shall act as secretary as defined in Article IV of these Bylaws.

Article X - Amendments of the Bylaws of the Berkeley BOLT

1. Amendments to these Bylaws may be adopted by a majority vote at any regular meeting of BOLT. Proposed amendments must appear as Action Items on a Regular BOLT Meeting Agenda.



INFORMATION REPORTS

January 19, 2022

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

Staff Appreciation

Berkeley Public Library staff closed 2021 with some freshly baked cookies, baked by the Friends of the Berkeley Public Library, in addition to some certificates to Peet's Coffee funded by the Friends. Every supervisor recorded a message describing how they appreciated each member of their team, which Eve Franklin edited into a video that was posted on the staff Intranet. Thanks to all of the supervisors for their willingness to participate, to Aimee Reeder for assisting with recording, and to all of the Berkeley Public Library staff, for their hard work and tremendous effort under challenging circumstances.

Omicron Surge and Staff Impacts

The Library is experiencing the impacts of the omicron surge and associated staffing concerns. At the time of this writing, there have been three positive cases, with one instance also impacting four other staff who were close contacts of the person with the infection. Several other staff are self-isolating awaiting test results. Staff may be asked to quarantine under a variety of circumstances, including cohabiting with a close contact who has a confirmed or presumed positive infection. Staff may also be taking care of children whose schooling has been interrupted or may be quarantining due to a potential exposure or may be out sick for reasons other than Covid.

Although the CDC guidance around quarantine periods has changed, the City of Berkeley Human Resources Department will confirm whether the City will change to the new standards or adopt some aspects. This is also informed by changing guidance issued by the State Department of Public Health as well as Cal OSHA.

Library staff along with all City of Berkeley employees continue to comply with masking, testing, and other safety requirements, including the current [health order requiring indoor masking](#).

The professionalism and care with which staff continues to manage an ongoing challenging situation is very impressive.

Materials Fulfillment and Supply Chain Concerns

Staff in our Collections Services team reports longer than usual wait times for receiving materials from primary vendors, such as Baker and Taylor. This is due to both supply chain concerns and staffing issues affecting these vendors. The average wait time for recently has been twice as long as the normal delivery window of approximately two weeks. This impacts the wait time on holds for popular items. Due to these ongoing issues, Collection Services Supervising Librarian Bae Smith negotiated a change with Baker and Taylor to have the materials delivered from another fulfillment center in another part of the country. We are hopeful that this will help mitigate this concern.

Stucco Replacement Project

The Stucco Replacement Project was initiated in December and has been underway for several weeks. The Library contracted with Rainbow Waterproofing & Restoration to complete this work. A construction site has been erected, and work has begun on the north side of the building. The heavy rains have resulted in some temporary pauses in the work as it cannot be done in heavier rain. Although the work is scheduled for completion in March, this is likely to extend given the significant rain the region is experiencing.

CONTACT PERSON

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