



**MINUTES**  
**Berkeley Public Library - Board of Library Trustees Regular Meeting**  
**Wednesday, April 6, 2022 6:30 PM**

This meeting was conducted exclusively through videoconference and teleconference.

Board of Library Trustees:

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

**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:** 6:31 pm.  
Present: Trustees Davenport, Greene, Roth and Selawsky.  
Trustee Hahn arrived 6:33 pm.  
Absent: None  
Also Present: Tess Mayer, Director of Library Services; Amanda Myers, Acting Library Services Manager; Jay Dickinson, Circulation Services Manager; My Chan, Associate Human Resources Analyst; Aimee Reeder; Assoc. Management Analyst; Eve Franklin, Administrative Secretary, Nneka Gallaread, Administrative and Fiscal Services Manager.
2. **Public Comments:** 1 speaker.
3. **Comments from Library Unions:**
  - A. SEIU, LOCAL 1021 (Maintenance and Clerical Units) – 0 speaker
  - B. SEIU, LOCAL 1021 (Community Services and PTRLA Units) – 1 speaker
  - C. Public Employees Union, LOCAL 1 – 0 speaker
4. **Comments from Board of Library Trustees**
  - A. Trustee Roth – KQED Forum had a segment of a book review with guests on 4/6/2022, with Amanda Oliver, author, "Overdue: Reckoning with the Public Library" and former librarian; Naomi Jelks, librarian, racial equity manager, San Francisco Public Library; and Jasmin LoBasso, outreach librarian, Kern County Library.
  - B. Trustee Davenport – Tuesday was National Library Workers Day. We all just want to pitch right in and say how hard we know our staff is working under very hard and demanding circumstances. I just can't speak highly enough of the amount of work they do. Our staff is terrific and they've stepped up again and again.
  - C. Trustee Hahn – I also would join myself to the deep appreciation to our staff. I want to raise something that perhaps you can talk about under the agenda item of agenda building, to schedule a closed session prior to our next meeting on May 4, where we would bring in the interim head of personnel for the city. We have received the salary study and other information that it we had requested.
  - D. Trustee Greene – I also want to share appreciation for our system, especially during this this week. I continue to be impressed by our people inside the libraries as well as appreciative of our customers.
  - E. Trustee Selawsky – I wanted to call out National Library Week also, and how much I appreciate our libraries and libraries in general. I want to call out the Tool Lending Library, we have been using lawn, yard and culinary tools frequently.

## II. CONSENT CALENDAR

- Item C, Request for Proposal for Executive Search Firm to Coordinate the Recruitment of Deputy Director This item was withdrawn from the agenda.
- Item D, Revision of the Tool Lending Specialist Classification to Reflect an Accurate Scope of Duties with a Three Percent (3%) Salary Increase was withdrawn from the agenda.

**Action:** M/S/C Trustee Selawsky / Trustee Davenport to adopt resolution #R22-015 to approve the consent calendar minus items C & D.

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

### A. Approve Minutes of the March 2, 2022 Regular Meeting

**From:** Director of Library Services

**Recommendation:** Adopt a resolution to approve the minutes of the March 2, 2022 Regular Meeting of the Board of Library Trustees as presented.

**Financial Implications:** None

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

**Action:** M/S/C Trustee Selawsky / Trustee Davenport to adopt resolution #R22-016 to approve the minutes as presented.

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

### B. Contract Amendment: Contract No. 114878-1 Sevaa Group

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

**Recommendation:** Adopt the resolution to amend contract No. 114878-1 with Sevaa Group to provide for an increase of \$109,950 thereby increasing the Contract's allowable not-to-exceed amount to \$221,775 and to extend the term end date to June 30, 2025.

**Financial Implications:** None

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

**Action:** M/S/C Trustee Selawsky / Trustee Davenport to adopt resolution #R22-017 to amend contract No. 114878-1 with Sevaa Group to provide for an increase of \$109,950 thereby increasing the Contract's allowable not-to-exceed amount to \$221,775 and to extend the term end date to June 30, 2025.

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

### C. Request for Proposal for Executive Search Firm to Coordinate the Recruitment of Deputy Director

This item was withdrawn from the agenda.

### D. Revision of the Tool Lending Specialist Classification to Reflect an Accurate Scope of Duties with a Three Percent (3%) Salary Increase

This item was withdrawn from the agenda.

## III. PRESENTATION

### A. Proposed Budget FY 2023-24 Presentation

Tess Mayer, Director of Library Services and Nneka Gallaread, Admin and Fiscal Services Manager provided a presentation (Attachment #1)

## IV. ACTION CALENDAR

### A. Proposed Budget FY 2023-24 – All Library Funds

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

**Recommendation:** Adopt the resolution to approve the proposed revenue budgets for FY 2023 and FY 2024 of \$22,944,646/\$23,396,799 and the proposed expenditure budgets for FY 2023 and FY 2024 of \$25,000,095/\$25,263,311.

**Financial Implications:** None

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

**Action:** M/S/C Trustee Hahn / Trustee Selawsky to continue the item to the May 4, 2022 meeting.

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

Abstentions: None.

Trustee Hahn left the meeting at 7:34 pm

**B. Request for Proposal for Strategic Planning**

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

**Recommendation:** Review, discuss, and approve the attached draft Request for Proposal to contract for a strategic planning consultant.

**Financial Implications:** see report

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

**Action:** M/S/C Trustee Davenport / Trustee Greene to adopt resolution #R22-018 to authorize the Director of Library Services to issue a Request for Proposal to contract with a consultant in support of the Library's strategic planning process.

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

Abstentions: None.

**V. INFORMATION CALENDAR**

**A. Information Technology Systems Update**

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

**Action:** Received (Attachment 2)

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

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

**Action:** Received

**VI. AGENDA BUILDING**

Next regular meeting will be held May 4, 2022.

Future topics:

- Schedule a Closed Session prior to May 4 Regular Meeting to review Salary Study
- Proposed Budget FY 2023-24
- RFP for Strategic Plan
- Security Guards
- Collections Policy
- Unattended Children Policy

**VII. ADJOURNMENT**

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

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

Adjourned at 8:56 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of April 6, 2022 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. Proposed Budget FY 2023-24 Presentation
2. Information Technology Systems Update