



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

REGULAR MEETING

Wednesday, June 1, 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 May 4, 2022 Regular Meeting

From: Tess Mayer, Director of Library Services

Recommendation: Adopt the resolution to approve the minutes of the May 4, 2022 Regular Meeting of the Board of Library Trustees.

B. Minutes of May 23, 2022 Special Meeting

From: Tess Mayer, Director of Library Services

Recommendation: Adopt the resolution to approve the minutes of the May 23, 2022 Special Meeting of the Board of Library Trustees.

C. Revision of the Tool Lending Specialist Classification to Reflect an Accurate Scope of Duties with a Four Percent (4%) Salary Increase

From: Tess Mayer, Director of Library Services

Recommendation: Adopt the resolution approving the recommendation to the City Council that it revise the Tool Lending Specialist job specification to accurately reflect the scope of duties and to increase the current salary schedule by four percent (4%) effective March 16, 2021.

III. ACTION CALENDAR

A. Revised Bulletin Board and Free Printed Policy

From: Tess Mayer, Director of Library Services

Recommendation: Adopt the resolution approving the revised Bulletin Board and Free Printed Matter Policy

IV. INFORMATION REPORTS

All items for discussion only and no final action.

A. Social Media Update – Aimee Reeder

B. 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 Board of Library Trustees 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 May 26, 2022

//s//

A handwritten signature in black ink, appearing to read 'Tess Mayer', written over a horizontal line.

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

**Communications:**





**MINUTES**  
**Berkeley Public Library - Board of Library Trustees Regular Meeting**  
**Wednesday, May 4, 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:** 6:32 pm.  
  
Present: Trustees Davenport, Greene, Hahn, Roth and Selawsky.  
  
Absent: None  
  
Also Present: Tess Mayer, Director of Library Services; Alicia Abramson, Information Services Technology Manager; 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; Chin Keita, Claremont, Library Assistant; Sheila Lew, North, Librarian; Perlita Payne, Central, Adult Services, Supervising Librarian; Linda Sakamoto, Berkeley Reads Adult & Family Literacy Services, Coordinator.
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**
  - A. Trustee Greene – Thank you to employees of the Berkeley Public Library for providing the very important services and experiences they have for the citizens of the city of Berkeley.
  - B. Trustee Selawsky - Spoke to the importance of continuing to require masking in the library, the library is going to take care of its patrons and its staff. There have been cases of covid amongst staff during April. It's too early to say this thing is over; there are a couple of variants out there right now.
  - C. Trustee Roth – People who do not want to wear a mask, can use the very excellent and wide range of services that are available from home with a library card.
  - D. Trustee Greene - It's important that our staff be safe from any sorts of belligerence or harassment from trying to enforce a mask mandate. They are employees there to share information.

**II. CONSENT CALENDAR**

**Action:** M/S/C Trustee Davenport / Trustee Selawsky to adopt resolution #R22-019 to approve the consent calendar.

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

**A. Approve Minutes of the April 6, 2022 Regular Meeting**

**From:** Director of Library Services

**Recommendation:** Adopt a resolution to approve the minutes of the April 6, 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 Davenport / Trustee Selawsky to adopt resolution #R22-020 to approve the minutes as presented.

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

**B. Contract Amendment: No. 9354B Innovative Interfaces, Inc.**

**From:** Alicia Abramson, Manager Library Information Technology

**Recommendation:** Adopt the resolution authorizing the Director of Library Services to amend Contract No. 9354B with Innovative Interfaces, Inc. for the provision of services related to the implementation of, and subscription license to, the hosted Link+/INN-Reach Resource sharing system and Resource Broker Application, in an incremental amount of \$136,556 for a contracted value not-to-exceed \$1,444,620; and to amend the Contract's date of expiration to ~~June 30, 2022 from December 31, 2025~~ December 31, 2025 from June 30, 2022 from.

**Financial Implications:** see report

**Contact:** Alicia Abramson, Manager Library Information Technology

**Action:** M/S/C Trustee Davenport / Trustee Selawsky to adopt resolution #R22-021 authorizing the Director of Library Services to amend Contract No. 9354B with Innovative Interfaces, Inc. for the provision of services related to the implementation of, and subscription license to, the hosted Link+/INN-Reach Resource sharing system and Resource Broker Application, in an incremental amount of \$136,556 for a contracted value not-to-exceed \$1,444,620; and to amend the Contract's date of expiration to December 31, 2025 from June 30, 2022.

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

**C. License Agreement between Library and the Friends of the Berkeley Public Library for use of Space in the Central Library**

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

**Recommendation:** Adopt the resolution to approve a three-year License Agreement with the Friends of the Berkeley Public Library for the use of office and retail spaces in the Central Library for the period from Sunday January 3, 2018 through Thursday, January 4, 2024.

**Financial Implications:** see report

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

**Action:** M/S/C Trustee Davenport / Trustee Selawsky to adopt resolution #R22-022.

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

**D. Contract Amendment: No. 8500, Bibliotheca, LLC**

**From:** Alicia Abramson, Manager Library Information Technology

**Recommendation:** Adopt a resolution authorizing the Director of Library Services to execute an amendment to Contract No. 8500 with Bibliotheca, LLC by an incremental amount of \$357,351 to increase the contracted not-to-exceed amount to \$1,680,270 for maintenance of the Library's Automated Material Handling (AMH) systems, RFID self-check and staff checkout equipment, materials security equipment and security gates, and to extend the term of the Contract to June 30, 2025.

**Financial Implications:** see report

**Contact:** Alicia Abramson, Manager Library Information Technology

**Action:** M/S/C Trustee Davenport / Trustee Selawsky to adopt resolution #R22-023.

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

### III. ACTION CALENDAR

#### A. Revised Unattended Children Policy

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

**Recommendation:** Adopt the resolution to approve the revised Unattended Children Policy updating the Library policy regarding unattended children in the Library, inclusive of clarifying language affirming that Library staff shall not transport unattended children.

**Financial Implications:** see report

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

**Action:** M/S/C Trustee Selawsky / Trustee Davenport to adopt resolution #R22-024.

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

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

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

**Recommendation:** No action recommended beyond comment and discussion. The following attachment was updated: attachment 4—the Library Tax fund (101) 5-year fund analysis.

**Financial Implications:** see report

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

**Action:** No action taken.

#### C. Bylaws of the City of Berkeley Board of Library Trustees and Accompanying Nomination Policy

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

**Recommendation:** Adopt the resolution to adopt the resolution approving the proposed Bylaws of the Board of Library Trustees and the proposed Board of Library Trustees Nomination Policy.

**Financial Implications:** see report

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

**Action:** M/S/C Trustee Selawsky / Trustee Davenport to adopt resolution #R22-025.

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

### IV. INFORMATION CALENDAR

#### A. Racial Justice Advisory Group Update

**From:** Aimee Reeder; Assoc. Management Analyst; Chin Keita, Claremont, Library Assistant; Sheila Lew, North, Library Assistant; Perlita Payne, Central, Adult Services, Supervising Librarian; Linda Sakamoto, Berkeley Reads Adult & Family Literacy Services, Coordinator.

**Action:** Received (Attachment 1)

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

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

**Action:** Received

### V. AGENDA BUILDING

Next regular meeting will be held June 1, 2022.

Future topics:

- Budget
- Salary Review for Director of Library Services
- Safety and Security report
- Bulletin Board and Literature Policy update

### VI. ADJOURNMENT

Trustee Selawsky 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 8:22 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.

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

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

Attachments:

1. Racial Justice Advisory Group Update

DRAFT



# Racial Justice Advisory Group (RJAG)

*BOLT Presentation - May 2022*

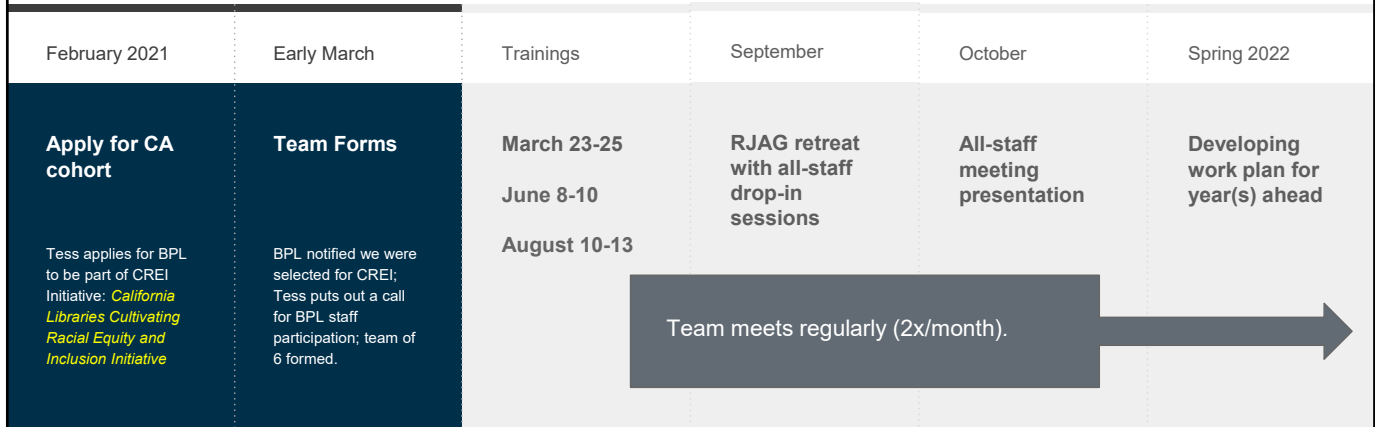


Chin Keita  
Sheila Lew  
Perlita Payne  
Aimee Reeder  
Linda Sakamoto

## Meet the RJAG team

- Chin Keita, Claremont, Library Assistant
- Sheila Lew, North, Library Assistant
- Perlita Payne, Central, *Adult Services, Supervising Librarian*
- Aimee Reeder, Central, Admin, *Communications*
- Linda Sakamoto, Berkeley Reads Adult & Family Literacy Services, *Coordinator*

## 12 months of RJAG



## Key Topics: California Libraries Cultivating Racial Equity and Inclusion (CREI) Initiative training

### Foundational Learning & Shared Language

#### History of government and race

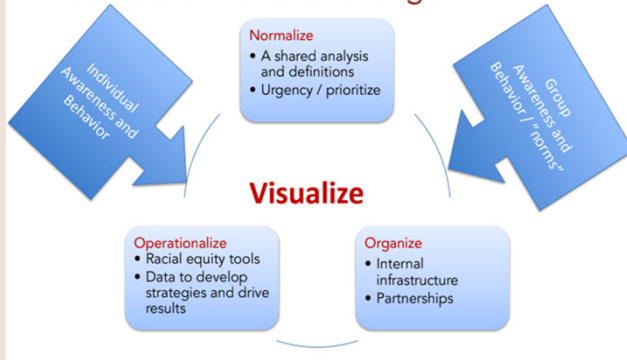


- Individual racism
  - Bigotry or discrimination by an individual based on race
- Institutional racism
  - Policies, practices and procedures that work better for white people than for people of color, often unintentionally or inadvertently
- Systemic racism
  - A historic and current reality of institutional racism across all institutions, combining to create a system that negatively impacts communities of color

Key Topics: California Libraries Cultivating Racial Equity and Inclusion (CREI) Initiative training

## Creating Change at BPL

### Institutional Culture Change



### 6 community engagement strategies



## RJAG work in the last year



- Internal RJAG group norms, processes & vision setting
- Racial Equity Timeline from 4000 BCE- present
- FAQs for staff
  - *Shouldn't we all be colorblind and use an "I don't see color/race" approach?*
  - *What is the role of white people in doing racial equity work?*
  - *Don't all lives matter, not just black lives?*
  - *Why should the library be concerned about racial equity?*
  - *Why do we need this if we have a diverse staff already?*
  - *Management doesn't care about these issues and I don't see them doing anything about this problem, even when it is brought to their attention.*
- Mr. Jacob's honored by Mayor/City Council
- Conscious Kits
- RJAG's charge for BPL

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## BPL RJAG Charge

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
## Next steps: Racial Equity Action Plan (REAP)

# What is Racial Equity Action Plan?

## Documentation

- Uses info from Racial Equity Tool
- Communicates findings in report style
- States what the jurisdiction is planning to do
- Highlights resources needed and why
- Incorporates expectations to continually use racial equity tools and analysis

## Accountability

- Based on community engagement done through the Racial Equity Tool pilot projects
- Reviewed/approved by senior leadership
- Adopted by elected body 
- Shared with public (e.g. website, etc.)

## Evaluation

- Posting of Racial Equity Action Plan on website with updates and reports on indicators
- Invites public participation in tracking of results

# Questions?

Chin Keita  
Sheila Lew  
Perlita Payne  
Aimee Reeder  
Linda Sakamoto

[libraryRJAG@cityofberkeley.info](mailto:libraryRJAG@cityofberkeley.info)





**MINUTES**  
**Berkeley Public Library - Board of Library Trustees Special Meeting**  
**Monday, May 23, 2022 4:00 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:** 4:03 pm.  
  
Present: Trustees Davenport, Greene, Hahn, Roth and Selawsky.  
  
Absent: None  
  
Also Present: Tess Mayer, Director of Library Services; Aimee Reeder; Assoc. Management Analyst; 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 speaker
  - B. SEIU, LOCAL 1021 (Community Services and PTRLA Units) – 0 speaker
  - C. Public Employees Union, LOCAL 1 – 0 speaker
4. **Comments from Board of Library Trustees:** None.

**II. ACTION CALENDAR**

**A. Recommendation to City Council on FY2023 Library Tax Rates**

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

**Recommendation:** A. Adopt the resolution to recommend that the Berkeley City Council set the FY 2023 tax rate for funding the provision of Library Services in the City of Berkeley at \$0.2584 (25.84 cents) per square foot for dwelling units and \$0.3907 (39.07 cents) per square foot for industrial, commercial, and institutional buildings.

**Financial Implications:** see report

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

**Action:** M/S/C Trustee Selawsky / Trustee Hahn to adopt resolution #R22-026.

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

**B. Proposed Budget FY 2023-24 – All Library Funds**

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

**Recommendation:** Adopt the resolution to approve to approve the Budgets for FY 2023 and FY 2024 of revenue of \$24,111,188 & \$24,587,943, respectively, and expenditures of \$24,850,096 and \$25,113,311, respectively, as presented.

**Financial Implications:** see report

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

**Action:** M/S/C Trustee Davenport / Trustee Selawsky to adopt resolution #R22-027.

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

### III. AGENDA BUILDING

Next regular meeting will be held June 1, 2022.

Future topics:

- Closed Session meeting for Director Salary Review

### IV. ADJOURNMENT

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

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

Adjourned 4:29 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the special meeting of May 23, 2022 as approved by the Board of Library Trustees.

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

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

Attachments: None





**CONSENT CALENDAR**

June 1, 2022

To: Board of Library Trustees

From: Tess Mayer, Director of Library Services

Subject: Revision of the Tool Lending Specialist Classification to Reflect an Accurate Scope of Duties with a Four Percent (4%) Salary Increase

**RECOMMENDATION**

Adopt the resolution approving the recommendation to the City Council that it revise the Tool Lending Specialist job specification to accurately reflect the scope of duties and to increase the current salary schedule by four percent (4%) effective March 16, 2021.

**FISCAL IMPACTS OF RECOMMENDATION**

The current salary range for this position is \$5,954.00 - \$6,597.07 monthly. The proposed adjusted monthly salary range would be \$6192.16 - \$6860.95, reflecting the 4% increase. There are three full-time Tool Lending Specialist positions in the team. These team members would also be receiving retroactive backpay dating back to 3/16/21 or their date of hire if more recent, for the difference between their current pay rate and this proposed adjusted rate.

**CURRENT SITUATION AND ITS EFFECTS**

The Tool Lending Library's collection expanded to include the lending of culinary tools in March 2021. Prior to that, the emphasis of the collection had been on gardening, home maintenance and repair and the tools and equipment used in the building trades. Because the culinary tools represent a distinct and new body of knowledge, this increase in scope needs to be reflected in both the classification language and compensation of the position.

Changes to this City classification must be reviewed by the Personnel Board for adoption. The Personnel Board met on May 9, 2022 and approved the recommended changes.

**BACKGROUND**

The Tool Lending Library has provided Berkeley residents with access to free home repair tools for over 40 years. It is a beloved institution in Berkeley and beyond and has served as a model for other such libraries nationally. The Tool Lending Specialist is a unique classification to the Library within the City of Berkeley, as well as unique in its kind amongst other public library systems. Although a few other library systems have tool lending libraries, such as Oakland Public Library, the staffing model for those entities is different and does not feature specialists who offer subject matter expertise that is shared with the public as a critical aspect of the service. The Tool Lending Specialist classification was established in 1988 and was revised once in 2004.

The City Council is charged with establishing job classifications and the compensation of all employees (Sections 31 and 32 of City Charter). The Board of Library Trustees recommended to Council for approval the current job classification and must again recommend any changes to the scope of responsibility prior to presentation to the Council.

**BERKELEY PUBLIC LIBRARY**  
**CONSENT CALENDAR REPORT**

Revision of the Tool Lending Specialist Classification to Reflect an Accurate Scope of Duties  
with a Four Percent (4%) Salary Increase

**Page 2**

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ENVIRONMENTAL SUSTAINABILITY

N/A

RATIONALE FOR RECOMMENDATION

The Tool Lending Specialist classification has not been updated for 18 years. It is important to ensure that the classification and compensation accurately reflect the full scope of work that is being supported by this team, particularly since a significant change occurred.

ALTERNATIVE ACTIONS CONSIDERED

The BOLT could refrain from approving this classification and compensation change, thus requiring Library staff to renegotiate Tool Lending Specialist duties with SEIU 1021 Maintenance and Clerical and potentially find alternatives to the current service model.

CONTACT PERSON

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

Attachments:

- 1: Resolution
- 2: Tool Lending Specialist Specification

## **BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO: R22-\_\_\_**

### **Adopt a Resolution Approving the Revision of the Tool Lending Specialist Job Specification to Reflect Accurately the Scope of Duties and to Increase the Current Salary Schedule by Four Percent (4%)**

WHEREAS, the Tool Lending Specialist classification, which is represented by Service Employees International Union, Local 1021 Maintenance and Clerical, and a classification unique to the Library; and

WHEREAS, this position was established upon Board of Library Trustees recommendation in 1988, with no major revisions since 2004; and

WHEREAS, the addition of culinary tools represents a distinct and significant body of knowledge; and

WHEREAS, the Personnel Board voted to approve the proposed changes on May 9, 2022; and

WHEREAS, once approved by the Personnel Board, the Board of Library Trustees may recommend to the City Council revisions to this classification so that the specifications meet Library needs; and

WHEREAS, an updated salary structure to reflect a four percent (4%) increase will better reflect the scope of responsibility and make the position more desirable and competitive in future recruitments.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the proposed revisions to the Tool Lending Specialist classification, which is a classification represented by SEIU Local 1021 Maintenance and Clerical, to increase its current job salary schedule by the proposed four percent (4%) effective March 16, 2021, and to recommend these changes to the City Council for final approval.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on June 1, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Amy Roth, President

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



## TOOL LENDING SPECIALIST

### DEFINITION

Under supervision, provides tools, equipment, instructional manuals, and basic reference service regarding home maintenance and repair to patrons of the Berkeley Tool Lending Library; orders, maintains, and repairs tools and equipment; performs related work as assigned.

### CLASS CHARACTERISTICS

The Tool Lending Specialist is a skilled library support class assigned to the Berkeley Tool Lending Library. The duties require a sound working knowledge of home improvement and culinary arts used by the do-it-yourself community. This class is distinguished from other library support classes in that the duties specifically apply to basic home improvement, building construction, culinary arts-related reference service, and the circulation of tools and home improvement equipment. ~~home maintenance and repair and the tools and equipment used in the building trades (carpentry, plumbing, electrical and painting). This class is distinguished from other library support classes in that the duties specifically apply to basic home improvement and building construction related reference service and the circulation of tools and building construction equipment.~~

### EXAMPLES OF DUTIES

1. Selects and lends a variety of culinary, building trade and gardening tools and equipment to residents of the City;
2. Recommends to the Library the purchase of tools and equipment; advises on the purchase of instructional manuals for the Tool Lending Library collection;
3. Maintains tools and equipment in an operable condition, including making necessary repairs; sends tools out to private tool repair companies when a more difficult repair is required;
4. Processes lending requests and answers patron questions in person or by phone;
5. Maintains the reserve and waiting list, retrieves overdue materials, and collects fines;
6. Advises patrons on the correct and safe use of tools and equipment; answers basic patron reference questions regarding home maintenance and repair;
7. Collects and maintains records and prepares reports regarding tools and equipment borrowed, patron demographics, telephone inquiries, and the amount of fees and fines collected;
8. Monitors expenditures related to tool repair and purchase;
9. Attends community meetings and public hearings to explain functions of the Tool Lending Library;
10. Maintains library in a clean and orderly condition;

11. Monitors developments related to tools, equipment, and instructional material on home maintenance and repair;
12. Maintains inventory records;
13. May instruct staff or volunteers on job duties; and
14. Performs related work as assigned.

### **QUALIFICATIONS**

Note: The level and scope of the knowledge, skills, and abilities listed below are related to job duties as defined under Class Characteristics.

#### Knowledge of:

1. Tools, equipment, and instructional manuals used in culinary tools, building repair, and construction trades;
2. Standard culinary and building maintenance repair and maintenance procedures and terminology;
3. Basic stock and inventory control methods, including requisitioning, receiving, storing, and lending;
4. Record keeping, report preparation, and filing methods and techniques;
5. Basic business arithmetic;
6. Standard safety practices and techniques in the building trades;
7. Basic tool and equipment repair, and repair resources; and
8. Operation of standard office equipment.

#### Skill in and ability to:

1. Provide sound information and appropriate tools and equipment to patrons;
2. Develop and implement lending and inventory control procedures;
3. Understand and follow oral and written instructions;
4. Organize work, set priorities, and exercise sound independent judgment;
5. Prepare and maintain accurate records and reports;
6. Establish and maintain effective working relationships with those contacted in the course of the work;
7. Gather and evaluate data and make logical recommendations; and
8. Instruct others in work procedures.

### **OTHER REQUIREMENTS:**

Must be able to work evenings, weekends and irregular shifts.

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS: Equivalent to graduation from high school and two years of experience which has provided a working knowledge of the tools and equipment used in the building construction trades (carpentry, plumbing, painting, masonry, and electrical).

Established: 12/1988

Revised: 04/2004; 04/2022

cc: Tess Mayer, Director of Library Services  
My Chan, Associate Human Resources Analyst







**ACTION CALENDAR**

June 1, 2022

**TO:** Board of Library Trustees  
**FROM:** Tess Mayer, Director of Library Services  
**SUBJECT:** Revised Bulletin Board and Free Printed Matter Policy

**RECOMMENDATION:**

Approve a resolution adopting the revised **Bulletin Board and Free Printed Matter Policy** updating the Library policy regarding bulletin board use in the Library, and making materials available for passive distribution, inclusive of updated language around the appeal process as well as a new statement supporting the value of inclusion.

**FISCAL IMPACTS OF RECOMMENDATION**

None.

**BACKGROUND**

On October 12, 2011, the Board of Library Trustees approved Resolution No. R15-086, establishing the policies and procedures for managing bulletin board use in the Library, including making materials available for passive distribution. On February 11, 2015, the Board of Library Trustees approved an updated version of this policy.

**CURRENT SITUATION AND ITS EFFECTS**

Since the Library closure associated with the pandemic, information postings and the distribution of materials were temporarily discontinued. Now that the first phase of the Central Library Improvements project is complete, Library facilities have reopened, and more events are being publicized, it is a timely moment to revisit this policy.

As stated in the policy, the Library adheres to the American Library Association's policy statement *Exhibit Spaces and Bulletin Boards: An Interpretation of the Library Bill of Rights*, adopted by the ALA Council. This statement provides guidance around ensuring that Library policies relating to this and related issues uphold First Amendment rights of free expression. At the same time, libraries reserve the right to manage how these materials are made available.

Given the importance of the Library's value of *inclusion*, Library staff recommend adding the anti-discrimination statement to the list clarifying what material is excluded, which had not been included before.

**FUTURE ACTION**

When adopted by the Board, the revised policy will be posted on the Internet and will be made available to all Library staff.

Attachments:

1. Resolution
2. Bulletin Board and Free Printed Matter Policy (revised 02/11/2015)
3. Bulletin Board and Free Printed Matter Policy proposed 6/1/22 showing changes
4. Bulletin Board and Free Printed Matter Policy proposed 6/1/22 revisions incorporated

## **BOARD OF LIBRARY TRUSTEES**

### **RESOLUTION NO: R22-024**

#### **Bulletin Board and Free Printed Matter Policy Update**

WHEREAS, the Berkeley Public Library currently has a policy establishing how bulletin boards and distribution areas may be used in the Library; and

WHEREAS, this policy has proven effective in practice; and

WHEREAS, there is additional language that should be included to guide staff in managing these situations.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to officially adopt the attached revised Bulletin Board and Free Printed Matter Policy to take effect June 2, 2022.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on June 1, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Amy Roth, President

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



**BERKELEY PUBLIC LIBRARY  
POLICIES****SUBJECT: Bulletin Board and Free Printed Matter  
Policy**

|                    |            |
|--------------------|------------|
| ORIGINAL DATE:     | 10/12/2011 |
| BOLT Resolution #: | R15-086    |
| REVISED DATE:      | 02/11/2015 |
| PAGE:              | 1 of 2     |

**I. PURPOSE**

The Berkeley Public Library provides space on its public bulletin boards for announcements and notices of local community events and activities. This service is in keeping with the Library's mission to meet the cultural, informational, and recreational needs of the community. The Library adheres to the American Library Association's policy statement *Exhibit Spaces and Bulletin Boards: An Interpretation of the Library Bill of Rights*, adopted by the ALA Council in 1991 and amended in 2004. The use of the Library's bulletin boards is subject to review by the Director of Library Services.

**II. POLICY**

- A. Bulletin Boards and Distribution Areas Reserved for Use by the Berkeley Public Library: Some bulletin boards, electronic message boards, literature racks, and tables are reserved for the exclusive use by the Library to post and distribute materials about Library services and events, information about the Library's official support organizations, and governmental entities such as the City of Berkeley and state and federal government agencies.
- B. Other Bulletin Boards and Distribution Areas:

The Berkeley Public Library recognizes its role as a source of community information. Because of space limitations, the Library must set limits and priorities for display or distribution of printed materials within the Library facilities. Community information bulletin boards may be used only for posting the following types of information:

- Announcements of forthcoming or continuing cultural, social or entertainment activities.
- Printed material sponsored by a nonprofit organization or agency.

1. Bulletin Boards

All notices and posters must be approved and placed on the bulletin board by a Library staff member. Staff may discard items not approved for placement and excess copies of any items received.

Items will be posted or made available subject to available space, regardless of the viewpoint of the individuals or groups represented or expressed in the items to be posted. Items may be refused based on size and available space. The available space for posting is limited to the designated community bulletin boards.

The Library does not assume any responsibility or liability for items submitted for display on the bulletin board. The organization/individual assumes responsibility for any damage incurred.

Items will be removed from the bulletin boards by Library staff as they become dated or after thirty days, whichever occurs first. Items on bulletin boards reserved for use by the Library will be displayed as long as appropriate.

Library bulletin boards are in public areas through which patrons of all ages may pass. Posted items may not be libelous or obscene as defined by the U.S. Supreme Court, or advocate the violation of criminal laws.

The following are not permitted: (a) items that advertise, sell, solicit or promote commercial products or services; (b) political campaign literature other than official election information (such as the Alameda County or California State voter guides); and (c) personal notices or communications.

Posting of an item does not imply endorsement by the Berkeley Public Library or the City of Berkeley of the viewpoints expressed in it.

## 2. Areas for Distribution of Printed Materials

In addition to bulletin boards, the Library provides designated space for the distribution of various free, unsolicited printed materials in accordance with the guidelines set forth in this policy. The Library reserves the right to decide the conditions of display, housing, and access to these materials. The Library is not responsible for maintaining the supply of these materials and reserves the right to dispose of any unsolicited free printed material based on available space.

Non-profit organizations may provide dated materials related to their non-for-profit purpose for passive distribution only in areas designated for that purpose. Passive distribution means leaving the materials with Library staff for Library visitors, if they so choose, to review and/or take with them. Passive distribution does not include verbally or visually (by means of signs, placards, etc.) encouraging Library visitors to review or take any materials with them.

Because it is not consistent with passive distribution, materials asking Library visitors to sign a petition or letter are not permitted.

## 3. Appeals

- a. In the event the Library decides not to display or distribute a submitted notice or other printed material, an aggrieved person may submit a written appeal within seven (7) days to the Neighborhood Services Manager (in the case of a Branch Library) or to the Deputy Director of Library Services (in the case of the Central Library).
- b. A decision by the Neighborhood Services Manager or Deputy Director of Library Services may be appealed in writing to the Director of Library Services within seven (7) days of issuance the appeal decision. The decision of the Director of Library Services is final.

**Reviewed by:** \_\_\_\_\_

Director of Library Services

\_\_\_\_\_ Date

**Approved by:** \_\_\_\_\_

Chair, Board of Library Trustees

\_\_\_\_\_ Date

**BERKELEY PUBLIC LIBRARY  
POLICIES**

**SUBJECT: Bulletin Board and Free Printed Matter  
Policy**

ORIGINAL DATE: 10/12/2011  
BOLT Resolution #: R15-086  
REVISED DATE: 06/01/2022  
PAGE: 1 of 3

**I. PURPOSE**

The Berkeley Public Library provides space on its public bulletin boards for announcements and notices of local community events and activities. This service is in keeping with the Library's mission to meet the cultural, informational, and recreational needs of the community. The Library adheres to the American Library Association's policy statement *Exhibit Spaces and Bulletin Boards: An Interpretation of the Library Bill of Rights*, adopted by the ALA Council in 1991 and amended ~~in 2004~~ on June 30, 2004, July 1, 2014, and June 25, 2019. The use of the Library's bulletin boards is subject to review by the Director of Library Services.

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**II. POLICY**

- A. Bulletin Boards and Distribution Areas Reserved for Use by the Berkeley Public Library: Some bulletin boards, electronic message boards, literature racks, and tables are reserved for the exclusive use by the Library to post and distribute materials about Library services and events, information about the Library's official support organizations, and governmental entities such as the City of Berkeley and state and federal government agencies.

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All notices and posters must be approved and placed on the bulletin board by a Library staff member. Staff may discard items not approved for placement and excess copies of any items received. Because space is limited, it may not be possible to display or distribute all submitted community information and materials even when they comply with this policy.

Items will be posted or made available subject to available space, regardless of the viewpoint of the individuals or groups represented or expressed in the items to be posted. Items may be refused based on size and available space. The available space for posting is limited to the designated community bulletin boards.

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1. The following are not permitted: (a) items that advertise, sell, solicit or promote commercial products or services; (b) political campaign literature other than official election information (such as the Alameda County or California State voter guides); ~~and~~ (c) personal notices or communications; ~~;~~ (d) libelous or obscene items as defined by the U.S. Supreme Court, or those that advocate the violation of criminal laws; (e) postings containing content that could be considered discriminatory or harassing based on a group or individual's protected status (i.e., race, color, religion/religious creed, sex/gender, pregnancy, marital status, age, national origin/ancestry, physical and/or mental disability, medical condition, sexual orientation, gender identity, military or veteran status, or status in any other group protected by federal, state or local law) or which advocates in any way for such discrimination.

Posting of an item does not imply endorsement by the Berkeley Public Library or the City of Berkeley of the viewpoints expressed in it.

## 2. Areas for Distribution of Printed Materials

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~~Non-profit organizations may provide dated materials related to their non-profit purpose for passive distribution only in areas designated for that purpose.~~ Passive distribution means leaving the materials with Library staff for Library visitors, if they so choose, to review and/or take with them. Passive distribution does not include verbally or visually (by means of signs, placards, etc.) encouraging Library visitors to review or take any materials with them.

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~~b. a. A decision by the Neighborhood Services Manager or Deputy Director of Library Services may be appealed in writing to the Director of Library Services within seven (7) days of issuance the appeal decision.~~ The decision of the Director of Library Services or Deputy Director Library Services is final.



**Reviewed by:**

\_\_\_\_\_  
Director of Library Services

\_\_\_\_\_  
Date

**Approved by:**

\_\_\_\_\_  
Chair, Board of Library Trustees

\_\_\_\_\_  
Date



**BERKELEY PUBLIC LIBRARY  
POLICIES****SUBJECT: Bulletin Board and Free Printed Matter  
Policy**

|                    |            |
|--------------------|------------|
| ORIGINAL DATE:     | 10/12/2011 |
| BOLT Resolution #: | R15-086    |
| REVISED DATE:      | 06/01/2022 |
| PAGE:              | 1 of 2     |

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|                     |                                       |
|---------------------|---------------------------------------|
| <b>Reviewed by:</b> | _____                                 |
|                     | Director of Library Services Date     |
| <b>Approved by:</b> | _____                                 |
|                     | Chair, Board of Library Trustees Date |



**INFORMATION REPORTS**

June 1, 2022

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

**City of Berkeley Relaunch of Audit Recommendations Updates**

The City of Berkeley's City Auditor's Office published an audit of the Berkeley Public Library dated August 27, 2020: "[Berkeley Public Library Uses Tax Funds by the Book, But More Internal Controls Needed.](#)"

On May 12, Director Mayer met with City Auditor Jenny Wong as well as members of her team to discuss how the Auditor's Office will manage follow-up and closure on recent audits, including the Library's. There will be a new online tracking system put into place that will eventually be accessible by the public. Department staff will be able to input updates on outstanding items into the system for public view.

The Library had only a few outstanding items, the most significant being the implementation of a Strategic Plan. Mayer communicated that the Library team has since initiated the process of issuing an RFP for Strategic Planning. Another recommendation included an educational budget workshop for the Board of Library Trustees. Mayer will be following up with the Board on this action item.

**Summer Reading School Visits**

An important component of gearing up for Summer Reading is outreach! Librarians connect with students of different ages to share the joy of reading and great summer reads. The teen services team engaged in the following this year:

- All teen librarians from all teams and locations and Library Specialist Sierra Gribble were able to engage in outreach
- Collaborative outreach to Berkeley High School: 6 librarians plus Sierra engaged in outreach at the high school! Outreach efforts were targeted at 9<sup>th</sup> grade language arts students.
- Two middle schools were reached this year – Longfellow and Willard Middle Schools (Andrea Mullarkey reached Longfellow, Kirstin Mandalay reached Willard).
- As of today, 951 students have been reached!
- Kirstin will be reaching an estimated 500 at Willard this week and next.
- Andrea is scheduling more upcoming virtual class visits.
- Librarians encouraged students to come down to the Library with their BUSD photo ID and get a Library card.
- Students walked away with the Summer Reading teen game board (see attached).

**Staff Budget Meeting**

The budget meeting for all Library staff was held on Wednesday, May 11. The recording was posted to Bloop (the Library staff intranet) for those who could not make it. Questions were answered live and staff who watch the recording are welcome to ask questions as well.

### **PLP Executive Committee**

Director Mayer has been elected to the Pacific Library Partnership (PLP) Executive Committee for a term beginning on July 1. Pacific Library Partnership (PLP) is a regional consortium of four library groups: BALIS (Bay Area Library and Information System), serving Alameda, Contra Costa, and San Francisco Counties; PLS (Peninsula Library System), serving San Mateo County; MOBAC (Monterey Bay Area Cooperative Library System), serving Monterey, Santa Cruz, and San Benito Counties; and SVLS (Silicon Valley Library System), serving Santa Clara County. There are 42 libraries within PLP, including 33 public libraries and 9 academic libraries. The Executive Committee has 8 members representing the 4 groups.

### **Programming Updates**

On May 6, in collaboration with Berkeley High School, BPL hosted a virtual event with Gene Luen Yang, the author of Marvel's Shang-Chi. Library IT staff Vlad Kaplun supported the Zoom platform, and Library Specialist Sierra Gribble capably and successfully hosted the event, her first time playing this role. To promote this event, the Library was able to give away a limited number of Shang-Chi: Marvel Universe (Volume 2) comics. Please see below for the wonderful feedback the Library received about the importance of representation in Library programming:



Librarian Kelsey Ockert has coordinated a rich series of coding classes free and open to the public. This represents a significant approach to supporting people in the community as they build skills and prepare for work in the current economy.

Thus far, 8 classes have been completed; 22 more are planned; and there are 20 regular attendees at each one.

Kelsey identified the instructors and brought them together to teach as a team—Kashyap Murali and Samsul Sheikh. Murali is a computer science student at UC Berkeley, and Sheikh is a student at Berkeley City College. Sheikh expressed an interest in volunteering and giving back to the Library, having been supported by classes that the Library offered in the past.

Current series descriptions and schedule:

#### **A Friendly Introduction to Python And its Applications**

5:30pm Tuesdays April 5, 12, 19, 26; May 3, 10, 17, 24, 31

The series starts again on June 7, 14, 21, 28, July 6, 13

In this class we will be exploring the fundamentals of Python: one of the world's most used and applicable programming languages. We will be exploring topics including variables, list comprehension, arithmetic, object-oriented programming, functions and then we'll move into its many applications including in cybersecurity, artificial intelligence and machine learning and more. This class would be a primer for more specialized classes in these applications that we will conduct in the future. As a prerequisite, we request that you have some introductory background in Computer Science in a language such as Java, C, or others so that it will be easier to apply those concepts to this class.

**Cyber Security Crash-Course:**

5:30pm Thursdays June 9, 16, 23

This class is a crash-course of Cyber Security. We will explore different cyber-attacks mostly focusing on email phishing attack, social engineering attacks throughout our course. We will learn how to protect computer operating systems, networks, and personal data (banking information, mobile data, social security, credit card) from cyber-attacks. Our crash course will in simple terms introduce what kind of threats are out there and how they can be spotted and stopped. Along the way, we will discuss about cyber security learning program around bay area and certifications of cyber security. Various tools for security measure will be discussed in this course as well. As a prerequisite, we request you to have basic knowledge of computer skills and browsing on internet, coding techniques will be discussed but, coding participation optional. Hope to see you at our crash course pretty soon!

**Kickstart your journey in AI**

6:00pm Mondays, June 6, 13, 20, 27

Starting on May 16th, we will explore Artificial Intelligence and its applications. As a tool that is so prominently mentioned in all walks of life, we will tangibly understand what it is through short lectures and hands-on practice. Furthermore, we will expand our understanding by applying it to a few projects that we will work on in industries like healthcare, banking, and more. Furthermore, we will discuss applications of bias and transparency in our day-to-day uses of AI with its societal impacts. As a prerequisite, we request that you have some background in python as that is going to be our main medium of programming.

**Recruitment**

The Librarian recruitment has come to a successful close with twelve people starting new positions in May, and one in June. Due to the transfer of an internal candidate, there will be another vacancy opening soon.

My Chan, HR Analyst, completed the recruitment for two Supervising Library Assistant positions. Congratulations to Raylene Ezike, at West Branch, and Pema Lhakey, at Claremont Branch!

Interviews for the Social Services Specialist position have been completed, the Library Services Manager recruitment is still underway, and the Library is preparing to post the Deputy Director position.

Upcoming recruitments will include: Supervising Librarian, Assistant HR Analyst, Library Assistant, and Library Specialist.

**CONTACT PERSON**

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





# TEENS AND ADULT SUMMER READING 2021 at Berkeley Public Library



## June 3 – August 7

### Sign up Online or use this card!

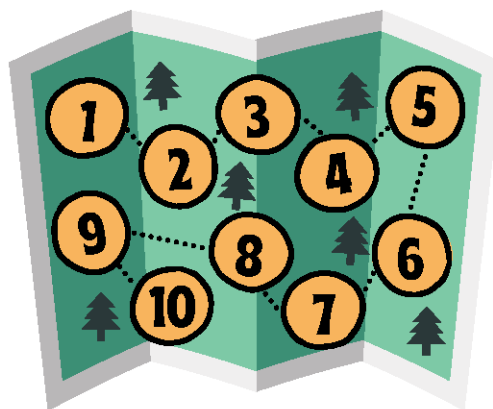


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crossed off earns **TWO** raffle ticket!



Cross off a circle for each of the  
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- Read a digital book
- Read in nature
- Read a magazine
- Watch a movie
- Listen to an audiobook
- Read your favorite book from childhood
- Read a graphic novel or manga
- Make a recipe from a cookbook
- Read a genre you don't usually read
- Attend a library program



For more information call  
(510) 981-6100 or visit  
[berkeleypubliclibrary.org/bplsummer](https://berkeleypubliclibrary.org/bplsummer)