



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

REGULAR MEETING

Wednesday, September 7, 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 July 6, 2022 Regular Meeting

From: Tess Mayer, Director of Library Services

Recommendation: Adopt the resolution to approve the minutes of the July 6, 2022 Regular Meeting of the Board of Library Trustees.

B. Minutes of September 1, 2022 Special Meeting

From: Tess Mayer, Director of Library Services

Recommendation: Adopt the resolution to approve the minutes of the September 1, 2022 Special Meeting of the Board of Library Trustees.

C. 20th Annual Authors Dinner Event

From: Tess Mayer, Director of Library Services

Recommendation: Adopt the resolution approving the arrangements in preparation for the 20th annual Authors Dinner to be held on Saturday, March 4, 2023 at the Central Library.

D. Protiviti Government Services: Using General Services Administration (GSA) Vehicle for Professional Services Purchase Orders

From: Tess Mayer, Director of Library Services

Recommendations: Adopt a resolution authorizing the Director of Library Services to issue purchase orders with Protiviti Government Services for the purchase of professional services using the General Services Agency's (GSA) purchasing vehicle no. GS-35F-0280X_2026 for an amount not to exceed \$75,000 through June 30, 2023.

III. ACTION CALENDAR

A. Circulation Policy Update

From: Jay Dickinson, Circulation Services Manager

Recommendation: Adopt the resolution to update the Library Circulation Policy by reducing limitations on tool borrowing, eliminating fines on tools, simplifying tool lending periods, and adjusting patron hold volumes so that they meet patron needs, library operational needs, and are more in line with other Bay Area libraries.

B. Board of Library Trustees Bylaws Update

From: Tess Mayer, Director of Library Services

Recommendation: Adopt a resolution approving amending the adopted Bylaws of the Board of Library Trustees as described below.

"In July of each year, an information report shall be included on the Regular BOLT Meeting Agenda reviewing 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" to take effect September 8, 2022.

IV. INFORMATION REPORTS

All items for discussion only and no final action.

A. State of the Collection Update – Bae Smith, Supervising Librarian, Collections

B. Summer Reading Update – Erica Glenn, Senior Librarian, Children's Services

C. Review Rules for Nominations for the Selection of Board President and Vice-President – 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 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 September 1, 2022

//s//

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

Communications:

7/27/2022	Lily Sawaya	Medi-Cal Urgent Care
8/9/2022	Pamela Michaud	Need a list of Non-Fiction DVDs - no way to search and are locked on 5 th
8/9/2022	Pamela Michaud	Reopen the Downtown Library on Sundays
8/25/82022	K. Yoray	Complaint: Disturbing self-laughing or self-anger non-stop self-conversation
8/30/2022	Anom	Central Library have 3 primary mental homeless people that talk so loud to themselves, the disruption is that I and others canno



MINUTES
Berkeley Public Library - Board of Library Trustees Regular Meeting
Wednesday, July 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>

- A. **Call to order:** 6:30 pm.
 - Present: Trustees Davenport, Hahn, Roth and Selawsky.
 - Absent: Trustee Greene
 - Also Present: Tess Mayer, Director of Library Services; Alicia Abramson, Information Services Technology Manager; Jay Dickinson, Circulation Services Manager; Nneka Gallaread, Administrative and Fiscal Services Manager; Amanda Myers, Acting Library Services Manager; Bae Smith, Supervising Librarian, Collection Services; My Chan, Associate Human Resources Analyst; Aimee Reeder; Assoc. Management Analyst; Eve Franklin, Administrative Secretary; Jenna Brotsky, Librarian, Adult Services; Julia Wiswell, Librarian, Adult /Collection Services; Lillian Whithaus, Library Aide, Claremont.
- B. **Public Comments:** 0 speakers.
- C. **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
- D. **Comments from Board of Library Trustees**
 - A. Trustee Davenport – The Benvenue Beats program at Claremont Branch on June 24 was really terrific, kudos to staff.

II. CONSENT CALENDAR

Action: M/S/C Trustee Selawsky / Trustee Davenport to adopt resolution #R22-032 to approve the consent calendar.

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

A. Approve Minutes of the June 1, 2022 Special Meeting

From: Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the June 1, 2022 Special 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 #R22-033 to approve the minutes as presented.

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

B. Approve Minutes of the June 2, 2022 Regular Meeting

From: Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the June 1, 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 #R22-034 to approve the minutes as presented.

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

C. Authorization to Close the Central Library and all Branches on Friday, September 23 and September 30, 2022 for two Staff Development Days.

From: Director of Library Services

Recommendation: Adopt the resolution to authorize the closure of the Central Library and all branch libraries on two Fridays, September 23 and 30, 2022 to allow adequate time for participation in staff development.

Financial Implications: See report

Contact: Tess Mayer, Director of Library Services

Action: M/S/C Trustee Selawsky / Trustee Davenport to adopt resolution #R22-035 to approve ###.

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

D. Fiscal Year 2023 Purchase Authorization in Excess of Director of Library Services' Granted Authority

From: Director of Library Services

Recommendation: Adopt the resolution authorizing the Director of Library Services to enter into fiscal year 2023 purchase agreements and approve payments to specified vendors for services encompassing utility, telephone and intranet/internet services, library materials, state taxes, professional services, and office supplies that may exceed the director's delegated spending authority of \$50,000 for services and \$100,000 for goods, materials, and equipment.

Financial Implications: See report

Contact: Tess Mayer, Director of Library Services

Action: M/S/C Trustee Selawsky / Trustee Davenport to adopt resolution #R22-036 to approve ###.

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

III. ACTION CALENDAR

A. Salary Increase for the Director of Library Services

From: Board of Library Trustees President, Amy Roth

Recommendation: Adopt the resolution approving a \$1421 per month salary increase effective January 1, 2022, for the Director of Library Services.

Financial Implications: See report

Contact: Tess Mayer, Director of Library Services

Action: M/S/C Trustee Hahn / Trustee Selawsky to adopt resolution #R22-037 to approve a \$1421 per month salary increase effective January 1, 2022, for the Director of Library Services

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

B. 2022 Board of Library Trustees Priority Setting: Review and Updates

Board Discussion. Trustees Roth and Hahn to work with Director Mayer about future work.

From: Tess Mayer, Director of Library Services

Recommendation: Review and discuss priority projects for the Board of Library Trustees (BOLT) for 2022. Discuss how to structure a more in-depth conversation around Board development.

Financial Implications: See report

Contact: Tess Mayer, Director of Library Services

Action: No action taken.

C. Collection Management Policy Update

From: Tess Mayer, Director of Library Services

Recommendation: Approve a resolution adopting the revised Collection Management Policy updating the Library policy regarding collection development and maintenance in the Library.

Financial Implications: none

Contact: Tess Mayer, Director of Library Services

Action: M/S/C Trustee Hahn / Trustee Davenport to adopt resolution #R22-038.

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

Abstentions: None.

IV. INFORMATION CALENDAR

A. Intellectual Freedom Presentation

From: Jenna Brotsky, Librarian-Adult Services; Bae Smith, Supervising Librarian, Collection Services; Julia Wiswell, Librarian-Adult/Collection Services; Lillian Whithaus, Library Aide, Claremont.

Action: Received (Attachment 1)

Sophie Hahn left the meeting at 7:50pm.

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 September 7, 2022.

Future topics:

- State of the Collection staff report

VI. ADJOURNMENT

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

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

Abstentions: None.

Adjourned at 8:10 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of July 6, 2022 as approved by the Board of Library Trustees.

//s// _____

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

Attachments:

1. Intellectual Freedom Presentation



INTELLECTUAL FREEDOM CHALLENGES

CENSORSHIP IN LIBRARIES IN 2022

Jenna Brotsky, Librarian – Adult Services
Lillian Whithaus, Library Aide – Claremont
Julia Wiswell, Librarian – Adult/Collection Services
Bae Smith, Supervising Librarian - Collection Services

Board of Library Trustees Meeting
Wednesday, July 6, 2022, 6:30 PM



Background

- **Intellectual freedom is a core value** of the library profession
- Balanced library collections attempt to represent all sides of issues

Some reasons for challenges



Effects of censorship on education/culture

- **Removes access** to materials that introduce readers to the experiences of other people



Current events

- Libraries have become targets of culture wars through challenges to intellectual freedom, such as:
 - **Banning books**
 - **Censorship**
 - **Protesting programs and events**
 - **Legislation**

5



Current events

- Examples of banning books:
 - **Wyoming:** parents filed criminal complaints because of LGBTQ books
 - **Mississippi:** mayor cut funding after complaints of “sexual content”
 - **Long Island:** library board banned pride-related materials but reversed the decision

6



Current events

- Examples of legislation:
 - **Kentucky:** proposed bill to allow library boards to be appointed by county officials
 - **Iowa:** bill proposed to allow city councils to overturn librarians' decisions about purchases and displays
 - **Oklahoma:** bill signed into law requiring public libraries to install filters on digital databases

7



At Berkeley Public Library

- Collection Development is guided by the Collection Management Policy
- The library encourages community input to support selection decisions and welcomes expression of opinion about its collections.

8



Available Resources

- ALA Office for Intellectual Freedom
 - Confidential support to anyone undergoing a material or service challenge
 - Tracks censorship activity – libraries can report using an online form
 - Free consulting services to help prepare for censorship and implement best practices
 - Host webinars to educate librarians and the public about the nature and importance of intellectual freedom
- Unite Against Book Bans
 - Action Toolkit – includes talking points, answers to common questions, materials for talking to elected officials and media
- Freedom to Read Foundation
 - Provides grants to aid in litigation, participates in litigation dealing with freedom of speech, educates about the importance of libraries

9



THANK YOU



BFSmith@cityofberkeley.info



<https://www.berkeleypubliclibrary.org/>



MINUTES

Berkeley Public Library - Board of Library Trustees Special Meeting Thursday, September 1, 2022 9:00 AM

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>

- A. **Call to order:** 9:05 am.
- Present: Trustees Davenport, Greene, Hahn, Roth and Selawsky.
- Absent: None
- Also Present: Tess Mayer, Director of Library Services; Alicia Abramson, Information Services Technology Manager; Bill Kolb, Library Services Manager; Jay Dickinson, Circulation Services Manager; Nneka Gallaread, Administrative and Fiscal Services Manager; Amanda Myers, Acting Library Services Manager; My Chan, Associate Human Resources Analyst; Aimee Reeder; Assoc. Management Analyst; Eve Franklin, Administrative Secretary.
- Dr. Lori A. Watson, Race Work

B. **Public Comments:** 0 speakers.

C. **Comments from Board of Library Trustees** - none

II. Workshop

A. **Listening Session with Dr. Lori A. Watson - Racework**

Trustees participated in a listening session with Library Management.

III. AGENDA BUILDING

Next regular meeting will be held September 7, 2022.

Future topics:

- BOLT to sketch a work plan for Board work on Race Work

IV. 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 10:57 AM.

This is to certify that the foregoing is a true and correct copy of the minutes of the special meeting of September 1, 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

September 7, 2022

To: Board of Library Trustees
From: Tess Mayer, Director of Library Services
Subject: 20th Annual Authors Dinner Event

RECOMMENDATION

Adopt the resolution approving the arrangements in preparation for the 20th annual Authors Dinner to be held on Saturday, March 4, 2023 at the Central Library.

FISCAL IMPACTS OF RECOMMENDATION

There is no fiscal impact from this report.

BACKGROUND

For nearly 20 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 20th annual Authors Dinner is scheduled for Saturday, March 4, 2023 with a gala reception beginning at 6 pm, followed by an Auction and dinner program. The Foundation is expecting approximately 250 guests, and 20 Bay Area 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, March 4, 2023.
2. Shut down the Central Library's public computers at 4:50 pm on Saturday, March 4, 2023.
3. Arrange for Library staff to assist with cleanup of the Central Library between 5:00 and 6:00 pm on Saturday, March 4, 2023.
4. Close the second floor Mystery Room, the Historic Lobby, the second-floor fiction Reading Room, and the Berkeley History Room all day on Saturday, March 4, 2023
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 20th ANNUAL AUTHORS DINNER EVENT
TO BE HELD ON SATURDAY MARCH 4, 2023 AT THE CENTRAL LIBRARY**

WHEREAS, over the past 20 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 20th annual Authors Dinner is scheduled for Saturday, March 4, 2023; 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, March 4, 2023.
2. Shut down the Central Library's public computers at 4:50 pm on Saturday, March 4, 2023.
3. Arrange for Library staff to assist with cleanup of the Central Library between 5:00 and 6:00 pm on Saturday, March 4, 2023.
4. Close the second floor Mystery Room, the Historic Lobby, the second-floor fiction Reading Room, and the Berkeley History Room all day on Saturday, March 4, 2023.
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 September 7, 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

September 7, 2022

To: Board of Library Trustees

From: Alicia Abramson, Manager of Library Information Technology

Subject: Protiviti Government Services: Using General Services Administration (GSA) Vehicle for Professional Services Purchase Orders

RECOMMENDATION

Adopt a Resolution authorizing the Director of Library Services to issue purchase orders with Protiviti Government Services for the purchase of professional services using the General Services Agency's (GSA) purchasing vehicle no. GS-35F-0280X_2026 for an amount not to exceed \$75,000 through June 30, 2023.

FISCAL IMPACTS OF RECOMMENDATION

One-time funding for this project is available in the Library's Fiscal Year 2023 101-22-242-271-0000-000-463-612250, budget. Spending for this contract in future fiscal years will be subject to Board of Library Trustees approval of the proposed Library budget.

CURRENT SITUATION AND ITS EFFECTS

The Library IT Division provides technical support and other services to all Library locations and operates a number of complex systems including: a Local Area Network comprised of over 40 network switches, over 300 desktop computers, the Library's VOIP Phone system, Automated Materials Handling systems at all locations including all RFID equipment and management systems such as self-check stations and security gates, and the Library's online catalog and website. In addition, the Library has a number of projects slated for the 2023 Fiscal Year including the implementation of 50 new Chromebooks to publicly circulate, the implementation of a Digital Wayfinding System, the installation and configuration of new computer equipment for staff, upgrading of the Library's website and an analysis of overall Library IT operations and infrastructure.

BACKGROUND

As of September 12, 2022, the Library will have lost two key IT staff—an Information Systems Specialist (ISS) and a Librarian II—that were assisting on multiple IT projects and performing other key operational services, one due to a resignation and the other due to a transfer to a different Division. The Library hopes to fill one both of these vacancies by the end of 2022 or in early 2023, but basic Library operations will be significantly challenged without additional professional services to fill the gaps that have been created while those positions are being filled. As we continue looking for permanent replacements, we require the professional services provided by Protiviti Government Services for continuity on the projects and the ability to provide day to day operational support.

ENVIRONMENTAL SUSTAINABILITY

There are no identifiable environmental effects, climate impacts, or sustainability opportunities associated with this report.

RATIONALE FOR RECOMMENDATION

The City is currently using Protiviti Government Services under multiple GSA vehicles across several departments for specific professional services engagements. Protiviti Government Services works with Robert Half International to immediately source analysts with the skillset and experience required to work on these projects. Additionally, staff determined that not using Protiviti Government Services during these gaps in Library IT staffing puts some of the projects in jeopardy of not being completed on time and within budget.

ALTERNATIVE ACTIONS CONSIDERED

The Library is actively pursuing the recruitment and hiring of permanent staff to address the staffing needs in the Library Information Technology Division. However staff recommend that the staffing gaps be immediately addressed through the acquisition of professional services in order to provide a baseline level of IT support and operations.

CONTACT PERSON

Alicia Abramson, Manager, Library Information Technology, Library, 510-981-6130

Attachments:

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: 22-__

Protiviti Government Services: Using General Services Administration (GSA) Vehicle for Professional Services Purchase Orders

WHEREAS, in August 2022, Library Information Technology staff identified gaps in staffing resources for basic operations and a number of high priority projects for the remainder of the current calendar year; and

WHEREAS, Protiviti Government Services has the expertise in operations and implementations of complex projects, and provides well-qualified systems support specialists; and

WHEREAS, the City regularly participates in purchasing vehicles, or Master Award Schedules (MAS) negotiated by GSA, who negotiates long-term contracts for prices on supplies, products, and services with suppliers on behalf of government agencies, including local government, that ensure volume discount pricing; and

WHEREAS, one-time funding for this project is available in Library account 101-22-242-271-0000-000-463-612250, and spending for this contract in future fiscal years will be subject to Board of Library Trustees approval of the proposed Library budget.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees that the Director of Library Services is authorized to issue purchase orders with Protiviti Government Services for the purchase of professional services using the General Services Agency's (GSA) purchasing vehicle no. GS-35F-0280X_2026 for an amount not to exceed \$75,000 through June 30, 2022;

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on Wednesday, September 7, 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



ACTION CALENDAR
September 7, 2022

TO: Board of Library Trustees
FROM: Jay Dickinson, Circulation Services Manager
SUBJECT: Library Circulation Policy Update to Improve Tool Lending Library Access and Service and to Revise Number of Holds Available to Patrons

RECOMMENDATION

Adopt the resolution to update the Library Circulation Policy by reducing limitations on tool borrowing, eliminating fines on tools, simplifying tool lending periods, and adjusting patron hold volumes so that they meet patron needs, library operational needs, and are more in line with other Bay Area libraries.

FISCAL IMPACT

Minimal. In Fiscal Year 21-22, the library assessed and collected a negligible amount of overdue fines on tools lent to the community. Library hold volumes have no fiscal impact.

BACKGROUND

Tool Lending Library policies

Berkeley Public Library has made numerous changes to its Circulation Policy over the past 10 years in an ongoing effort to expand inclusiveness, reduce barriers to access to library collections and resources, and serve more – and more diverse – members of the community. These efforts have included increased borrowing periods, increased number of renewals, improved ease of renewal, adding patron types, elimination of overdue fines and other punitive measures, elimination of barriers to obtaining a library card, and more.

Left in place were fines on Tools and various replacement costs for lost and/or damaged items, and a stringent barrier to access to items in the Tool Lending Library.

Traditionally, the library has set a rigorous standard for prospective tool borrowing patrons to meet to prove property ownership or residence in the City of Berkeley – only allowing those patrons who could produce a current lease/rental agreement or tax bill verifying ownership of property in Berkeley. This standard was much higher than the one applied to individuals seeking to borrow all other library materials – including high-value items like laptops – and is out of alignment with the Library’s overall philosophy valuing access.

Library management, supervisors, and staff discussed better aligning the practices of the Tool Lending Library with the larger organization by eliminating the assessment of fines on tools, relaxing the standard for demonstrating residency, and standardizing borrowing periods on tools to reduce confusion for patrons.

Holds Policy

When the Covid-19 pandemic began in March of 2020 many temporary circulation changes were put in place – most of which have been reverted since the resumption of in-library service. One such change was to increase the number of holds each patron could have active on their library account at any time from 25 to 75. This change was made in an effort to allow continued access to library materials that were no longer browsable in-person in the library’s facilities by enabling patrons to request more materials for delivery to their preferred pick-up locations.

Since the return to in-person in-library service across all Berkeley Public Library locations, patron request volumes have regressed to the mean. Most patrons now have 25 or fewer items requested on their accounts, with the next significant group of patrons retaining between 25-50 items on hold at any one time. This data, combined with a scan of other Bay Area library hold standards and a robust internal conversation including library management, supervisors, and staff, resulted in the proposal to normalize patron request limits to 50 per patron at any one time.

CURRENT SITUATION AND ITS EFFECTS

Tool Lending Library policies

Currently, the Tool Lending Library adheres to a much higher standard of address or residency verification than that applied to all other library users. This inconsistent standard creates confusion and causes frustration and sometimes anger in prospective Tool Lending Library patrons, as well as generating unpleasant patron interactions with staff. In short, it is poor customer service.

Additional opportunities for less than ideal customer service interactions result from the fact that Tools are the only Berkeley Public Library-owned circulating items that accrue overdue fines., which detracts from the Library’s mission to be an equitable, accessible, and open service for everyone in the community.

On the elimination of (most) late fines, Berkeley Public Library did not experience a noticeable increase in unreturned items. This would suggest that blocking accounts is enough of a measure to motivate patrons to return items for the next potential user.

Since the Library already has considerable contact with patrons concerning coming due and overdue items, and since billed items effectively block the use of an account (motivating patrons to return items), the punitive measure of continuing to collect overdue fines on Tools is inconsistent with the Library’s philosophy valuing access. And since much has changed in the world since the Tool Lending Library initially began lending tools to residents or property owners in 1977 – including more and varied methods to verify residence through paper and electronic means – the adherence to a bygone standard in the 21st century also is at odds with the Library’s gentler, more welcoming approach to customer service.

Berkeley Public Library continually reviews its policies, including circulation policies, to improve services. The American Library Association’s Code of Ethics, which the Board of Library Trustees affirmed commitment to at the April 19, 2017 Board of Library Trustees meeting, is one of the guiding principles in policy review. The Code of Ethics states “we provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.” Berkeley Public Library is committed to this standard. The elimination of Berkeley Public Library’s restrictive access practices and fine assessment for Tool Lending Library borrowers would further us toward our goal of open, approachable, and equitable service.

Holds Policy

The temporary increase in number of items available to request per patron at any one time was implemented in response to the exigent circumstances presented by the global pandemic. The result of

this, in the short term, was increased access to otherwise un-browsable library materials for patrons who were not able to enter library spaces as they were accustomed. The longer term effect of this change has been increased hold queues on more popular items and, in some locations, hold shelves filled to overflowing for patrons who saw multiple (sometimes in the dozens) items arrive on the holdshelf at their preferred locations simultaneously, thus negatively impacting other library patrons (whose holds are made less accessible as a result) and staff procedures and daily workflows.

A return to the pre-pandemic standard of 25 holds/person could negatively impact a sizeable portion of the library's patronage. However, settling on a standard that is consistent with other nearby and Bay Area-wide libraries would continue to value the access and customer service practices established by the library as part of its emergency response to customer service.

FUTURE ACTION

Formally discontinue assessing fines on overdue Tools and implement revised Tool Lending Library application and documentation practices on Monday, October 3, 2022

Implement revised patron hold limits on Monday, October 3, 2022.

Attachments:

- 1 Resolution
- 2 Existing Policy
- 3 Proposed Policy (With changes shown)
- 4 Proposed Policy

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R22- ____

LIBRARY CIRCULATION POLICY UPDATE

WHEREAS, library circulation policies are periodically brought before the Board of Library Trustees (BOLT) for review; and

WHEREAS, the American Library Association's Code of Ethics commits to providing "the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests."; and

WHEREAS, Berkeley Public Library has been a leader in policies and practices designed to enable equitable access for all residents through such actions as not charging late fees for children's materials; and

WHEREAS, Berkeley Public Library has made numerous changes to its Circulation Policy over the past 10 years in an ongoing effort to expand inclusiveness, reduce barriers to access to library collections and resources, and serve more – and more diverse – members of the community; and

WHEREAS, these efforts have included increased borrowing periods, increased number of renewals, improved ease of renewal, adding patron types, elimination of overdue fines and other punitive measures, elimination of barriers to obtaining a library card, and more; and

WHEREAS, the library has set a rigorous standard for prospective tool borrowing patrons to meet to prove property ownership or residence in the City of Berkeley – only allowing those patrons who could produce a current lease/rental agreement or tax bill verifying ownership of property in Berkeley; and

WHEREAS, this standard was much higher than the one applied to individuals seeking to borrow all other library materials – including high-value items like laptops – and is out of alignment with the Library's overall philosophy valuing access; and

WHEREAS, Library management, supervisors, and staff discussed better aligning the practices of the Tool Lending Library with the larger organization by eliminating the assessment of fines on tools, relaxing the standard for demonstrating residency, and standardizing borrowing periods on tools to reduce confusion for patrons; and

WHEREAS, When the Covid-19 pandemic began in March of 2020 a temporary increase to the number of holds each patron could have active on their library account at any time was made from 25 to 75; and

WHEREAS, since the return to in-person in-library service across all Berkeley Public Library locations, most patrons now have 25 or fewer items requested on their accounts, with the next significant group of patrons retaining between 25-50 items on hold at any one time. This data, combined with a scan of other Bay Area library hold standards and a robust internal conversation including library management, supervisors, and staff, resulted in the proposal to normalize patron request limits to 50 per patron at any one time.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the updated Library Circulation Policy by reducing limitations on tool borrowing, eliminating fines on tools, simplifying tool lending periods, and adjusting patron hold volumes so that they meet patron needs, library operational needs, and are more in line with other Bay Area libraries. The updated Library Circulation Policy will take effect Monday, October 3, 2022.

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R22-__

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on September 7, 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 Trustees

BERKELEY PUBLIC LIBRARY POLICIES

SUBJECT: Circulation Policy

ORIGINAL DATE:	
BOLT Resolution #:	R18-054
REVISED DATE:	02/02/2022
BOLT Resolution #:	R22-009
PAGE:	1 of 2

I. POLICY

Library Cards

Library Cards are free to all California residents and allow patrons to borrow materials from any of the Berkeley Public Library facilities. Full-service library cards provide access to eBooks, online streaming media, online resources, internet access: and more. Applicants must be present to receive a library card or renew an expired card. Library cards expire after 4 years; Easy Access cards expire after 1 year. In order to obtain a full service library card, patrons must provide picture identification and proof of California address.

The following can be used for picture identification:

- **California ID or Driver's License** (Temporary IDs are not acceptable)
- **Government Picture ID** (Out of State ID, Passport, Military ID, Green Card, etc.)
- **Student ID** (High School ID, College ID, etc.)
- **Credible Picture ID** (Bank Card, Transit Card, Costco Card etc.)

The following can be used for proof of California address:

- **California ID or Driver's License** (Temporary IDs are not acceptable)
- **Imprinted Bank Check** (Personal Check or Payroll Check Made Payable to Patron)
- **A Piece of Mail** (Postmarked within the past 30 days)
- **Voter Registration Card**
- **Utility Bill** (Printed or Electronic)
- **Automobile Registration**

Tool Library

Only residents or property owners of the city of Berkeley over the age of 18 are eligible to borrow tools from the Tool Lending Library. No more than 10 tools may be borrowed at any one time. To establish residence patrons must present a current lease/rental agreement (with patron's name listed as tenant), or current tax bill (in patron's name) identifying ownership of property in Berkeley, or utility bill (in patron's name) dated within the last 30 days. More details are available on the Library's Tool Lending Library website.

Easy Access Card

An Easy Access Library card is available to patrons who have picture ID and cannot provide address verification. Patrons with this type of card may use library Internet computers, in-house laptops, and have full access to all online databases and services. Easy Access cards also allow for the checkout of up to three physical items. Up to three holds may be placed on Easy Access accounts. Easy Access Cards expire after 1 year.

Cards for Minors

The signature of the parent or legal guardian is required on applications for children 13 years or younger. The applicant, parent, or legal guardian must provide picture identification and address verification. Teens ages 14-17 may use the same process. However, a teen aged 14-17 with both picture ID and address verification may independently obtain a library card without the need for a parent's signature.

Patrons are allowed a maximum of 75 items overall with up to 4 Lucky Day items, with the exception of an Easy Access Card which is limited to 3 total items.

Materials	Overdue Fines	Loan Period in Days	Renewals
Book	none	21	2 automatic renewals*
Book on CD/MP3	none	21	2 automatic renewals*
Cornerstones Kit	none	7	non-renewable
DVD/Blu-Ray	none	21	2 automatic renewals*
Laptop	none	2 hours	non-renewable
Link+	none	7 or 21	1 automatic renewal*
Lucky Day	none	21	non-renewable
Magazine	none	21	2 automatic renewals*
Music CD/Vinyl	none	21	2 automatic renewals*
Tool	\$1.00-\$10.00 (per day, see schedule)	3 or 7 (per schedule)	1 renewal

*Materials that have not been reserved by another patron will automatically renew up to 2 times.

Library accounts are blocked when fees exceed \$10.00 or when there are three overdue items on the account.

Holds

Patrons with full-access cards may place up to 25 holds. Up to three holds may be placed on Easy Access accounts.

Replacement Fees

The Library charges a replacement fee for items that are not returned within six weeks of checkout or renewal, or that are damaged. The patron is charged the price of the item. Accounts with billed items are blocked from further borrowing.

A new copy of a lost item can be accepted in lieu of payment as long as the item offered is the same title and is in the same format (paper, DVD, audiobook, cd) as the item checked out. If the item checked out was a hardcover edition, the Library will accept a paperback edition if the hardcover is no longer being published. The item must be in "new" condition and cannot have any ownership stamps from other libraries.

Link+ materials have a flat replacement fee of \$115.00. Dependent on the discretion of the original lending institution, this fee may be reduced on a case by case basis.

Tool Lending

Tools have a loan period of 3 or 7 days. Late fees vary by tool type as indicated in the tool fee schedule. The majority are \$1.00 per day.

Reviewed by:	_____	_____
	Director of Library Services	Date
Approved by:	_____	_____
	Chair, Board of Library Trustees	Date

BERKELEY PUBLIC LIBRARY POLICIES

SUBJECT: Circulation Policy

ORIGINAL DATE:	
BOLT Resolution #:	R18-054
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PAGE:	1 of 3

I. POLICY

Library Cards

~~Library Cards~~

Library Cards are free to all California residents and allow patrons to borrow materials from any of the Berkeley Public Library facilities. Full-service library cards provide access to physical collections, eBooks, online streaming media, online resources, internet access, and more. Full-service library cards expire after 4 years. Applicants must be present to receive a library card or renew an expired card. ~~Library cards expire after 4 years; Easy Access cards expire after 1 year.~~ In order to obtain a full-service library card, patrons must provide picture identification and proof of California address.

The following can be used for picture identification:

- **California ID or Driver's License** (Temporary IDs are not acceptable)
- **Government Picture ID** (Out of State ID, Passport, Military ID, Green Card, etc.)
- **Student ID** (High School ID, College ID, etc.)
- **Credible Picture ID** (Bank Card, Transit Card, Costco Card etc.)

The following can be used for proof of California address:

- **California ID or Driver's License** (Temporary IDs are not acceptable)
- **Imprinted Bank Check** (Personal Check or Payroll Check Made Payable to Patron)
- **A Piece of Mail** (Postmarked within the past 30 days)
- **Voter Registration Card**
- **Utility Bill** (Printed or Electronic)
- **Automobile Registration**

Tool Library

~~Tool Library~~

Only residents or property owners of the City of Berkeley over the age of 18 are eligible to borrow tools from the Tool Lending Library. No more than 10 tools may be borrowed at any one time.

Patrons must present picture identification in addition to establishing Berkeley residence to begin borrowing tools. To establish residence patrons must present one of the following: a current lease/rental agreement (with patron's name listed as tenant), a current tax bill (in patron's name) identifying ownership of property in Berkeley, a utility bill (printed or electronic, in patron's name) dated within the last 30 days, a piece of mail (postmarked within the past 30 days), a California ID or Driver's License with current address, a California Voter Registration Card, or an unexpired Automobile Registration. More details on tool lending residency requirements are available on the Library's Tool Lending Library website.

~~Only residents or property owners of the city of Berkeley over the age of 18 are eligible to borrow tools from the Tool Lending Library. No more than 10 tools may be borrowed at any one time. To establish residence patrons must present a current lease/rental agreement (with patron's name listed as tenant), or current tax bill (in patron's name) identifying ownership of property in Berkeley, or utility bill (in patron's name) dated within the last 30 days. More details are available on the Library's Tool Lending Library website.~~

Easy Access Card**Easy Access Card**

An Easy Access Library card is available to patrons who have picture ID and cannot provide address verification. Patrons with this type of card may use library Internet computers, in-house laptops, and have full access to all online databases electronic collections, and other virtual services and services. Easy Access cards also allow for the checkout of up to three physical items. Up to three holds may be placed on Easy Access accounts. Easy Access Cards cannot be used to request Link+ materials. Easy Access Cards expire after 1 year.

Cards for Minors**Cards for Minors**

The signature of the parent or legal guardian is required on applications for children 13 years or younger. The applicant, parent, or legal guardian must provide picture identification and address verification. Teens ages 14-17 may use the same process. However, a teen aged 14-17 with both picture ID and address verification may independently obtain a library card without the need for a parent's signature.

Schedule of Circulation Rules

Patrons are allowed a maximum of 75 items overall with up to 4 Lucky Day items, with the exception of an Easy Access Card which is limited to 3 total items, and Tools, which are limited to 10 per Tool Library patron.

Materials	Overdue Fines	Loan Period in Days	Renewals
Book	none	21	2 automatic renewals*
Book on CD/MP3	none	21	2 automatic renewals*
Cornerstones Kit	none	7	non-renewable
DVD/Blu-Ray	none	21	2 automatic renewals*
<u>In-House Laptop</u>	none	2 hours	non-renewable
<u>Circulating Laptop</u>	<u>none</u>	<u>28</u>	<u>2 automatic renewals*</u>
Link+	none	7 or 21	1 automatic renewal*
Lucky Day	none	21	non-renewable
Magazine	none	21	2 automatic renewals*
Music CD/Vinyl	none	21	2 automatic renewals*
<u>Tool/Tool</u>	<u>none \$1.00-\$10.00</u> (per day, see schedule)	<u>73 or 7</u> (per schedule)	<u>1 renewal</u> <u>1 renewal</u>

*Materials that have not been reserved by another patron will automatically renew up to 2 times.

Library accounts are blocked when fees exceed \$10.00, ~~or~~ when there are three overdue items on the account, or when a replacement fee for lost or damaged material has been assessed.

Holds**Holds**

Patrons with full-access cards may place up to 50 holds. Up to three holds may be placed on Easy Access accounts. The library charges no fee to place items on hold.

~~Patrons with full-access cards may place up to 25 holds. Up to three holds may be placed on Easy Access accounts.~~

Replacement Fees**Replacement Fees**

The Library charges a replacement fee for items that are not returned within six weeks of checkout or renewal, or that are damaged. The patron is charged the price of the item. Accounts with billed items are blocked from further borrowing.

A new copy of a lost item can be accepted in lieu of payment as long as the item offered is the same title and is in the same format (paper, DVD, audiobook, ~~ed~~CD) as the item checked out. If the item checked out was a hardcover edition, the Library will accept a paperback edition if the hardcover is no longer being published. -The item must be in “new” condition and cannot have any ownership stamps from other libraries.

Tools have a loan period of 7 days. The Library charges a replacement fee for lost or damaged equipment. Accounts with billed Tool Lending items are blocked from further borrowing of any type of library material.

Link+

Link+ items have lending practices and a fee schedule that are distinct from Berkeley Public Library holdings.

Link+ materials have a flat replacement fee of \$115.00. Dependent on the discretion of the original lending institution, this fee may be reduced on a case by case basis.

Information about the Link+ service can be found here:
<https://www.berkeleypubliclibrary.org/explore/linkplus>

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Reviewed by:

Director of Library Services

Date

Approved by:

Chair, Board of Library Trustees

Date

BERKELEY PUBLIC LIBRARY POLICIES

SUBJECT: Circulation Policy

ORIGINAL DATE:	
BOLT Resolution #:	R18-054
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The following can be used for picture identification:

- **California ID or Driver's License** (Temporary IDs are not acceptable)
- **Government Picture ID** (Out of State ID, Passport, Military ID, Green Card, etc.)
- **Student ID** (High School ID, College ID, etc.)
- **Picture ID from known entity/institution** (Bank Card, Transit Card, Costco Card etc.)

The following can be used for proof of California address:

- **California ID or Driver's License** (Temporary IDs are not acceptable)
- **Imprinted Bank Check** (Personal Check or Payroll Check Made Payable to Patron)
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In-House Laptop	none	2 hours	non-renewable
Circulating Laptop	none	28	2 automatic renewals*
Link+	none	7 or 21	1 automatic renewal*
Lucky Day	none	21	non-renewable
Magazine	none	21	2 automatic renewals*
Music CD/Vinyl	none	21	2 automatic renewals*
Tool	none	7	1 renewal

*Materials that have not been reserved by another patron will automatically renew up to 2 times.

Library accounts are blocked when fees exceed \$10.00 or when there are three overdue items on the account or when a replacement fee for lost or damaged material has been assessed

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Patrons with full-access cards may place up to 50 holds. Up to three holds may be placed on Easy Access accounts. The library charges no fee to place items on hold.

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Reviewed by:	_____	_____
	Director of Library Services	Date
Approved by:	_____	_____
	Chair, Board of Library Trustees	Date

DRAFT



Action Calendar
September 7, 2022

To: Board of Library Trustees
From: Tess Mayer, Director of Library Services
Subject: Recommendation to Amend the Bylaws of the City of Berkeley Board of Library Trustees

RECOMMENDATION

Adopt the resolution amending the adopted Bylaws of the Board of Library Trustees as described below.

FISCAL IMPACT

There is no fiscal impact from this report.

BACKGROUND

The Board of Library Trustees adopted Bylaws on May 4, 2022. The Bylaws include the following language under **Article IV - Officers**:

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.

CURRENT SITUATION AND ITS EFFECTS

The Board of Library Trustees traditionally does not hold an August meeting, consistent with City of Berkeley City Council. It is recommended that that language be changed to indicate that the information report reviewing rules for elections to the Offices of President and Vice President will be provided in July.

FURTHER ACTION

The Bylaws document will be updated to reflect the agreed upon changes. The election of officers will take place this year in November, with a call for nominations in September.

CONTACT PERSON

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

Attachments:

1. Resolution
2. Adopted Bylaws of the City of Berkeley Board of Library Trustees (BOLT)
3. Draft Bylaws of the City of Berkeley Board of Library Trustees (BOLT)

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R22- ____

RESOLUTION TO AMEND BYLAWS OF THE BOARD OF LIBRARY TRUSTEES

WHEREAS, the Board of Library Trustees (BOLT) is appointed by the Berkeley City Council to manage the Berkeley Public Library and all branch libraries on behalf of the City and citizens of Berkeley, and to provide leadership, governance, and oversight; and

WHEREAS, the Board of Library Trustees adopted bylaws on May 4, 2022; and

WHEREAS, the Bylaws of the Board of Library Trustees enumerates process associated with the Board, including *Procedures for Regular and Special Elections of the President and Vice President*, Article IV sec.2; and

WHEREAS, the Board of Library Trustees act in compliance with Berkeley Municipal Code, including Section 3.4.040 (Officer Elections) which reads that *the president and vice-president shall be elected at the first meeting of the board in October of each year*; and

WHEREAS, Article IV sec.2a of the Bylaws state that “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;” and

WHEREAS, the Board of Library Trustees has traditionally not held a meeting in August, consistent with the City of Berkeley City Council; and

WHEREAS, Article XI of the Adopted Bylaws, *Amendments of the Bylaws of the Berkeley BOLT*, indicates that “amendments to [the] Bylaws may be adopted by a majority vote at any regular meeting of BOLT” and that “proposed amendments must appear as Action Items on a Regular BOLT Meeting Agenda;” and

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to amend the adopted Bylaws of the Board of Library Trustees (Article IV sec. 2a) to change the language to:

“In July of each year, an information report shall be included on the Regular BOLT Meeting Agenda reviewing 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” to take effect September 8, 2022.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on September 7, 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

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. Recommend to the City Council the purchase, lease and/or erection of buildings, quarters, and sites for the Library and its administration, and control 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 non-City Councilmembers, 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, in compliance with the procedures in the Commissioners' Manual
 9. **Resignation Procedure** - A Trustee wishing to resign shall submit a written resignation directly to the City Clerk 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 City Clerk and Secretary unless a future date is indicated. The Secretary shall then notify BOLT and the City Council that a vacancy exists within three business days.

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; however, the Vice President shall execute the President's duties until a new President is elected
- 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 agendized 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 agendized 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

Pursuant to Section 30 of the Charter of the City of Berkeley (the "Charter"), "five Library Trustees shall be appointed and may be removed by a vote of five members of the Council and one of such trustees must be appointed by the Council from its own members."

Per Section 3.04.010 of the Berkeley Municipal Code ("BMC"):

"Vacancies on the Board of Library Trustees from whatever cause, except temporary vacancies as hereinafter provided, shall be filled by the City Council for the unexpired term. Each member of the board shall serve until his successor is appointed and qualified. A majority vote of all the members of the City Council shall be required to appoint a member to the board, or to fill any vacancy thereon, or to remove any member from the board prior to the expiration of his term of office."

1. **Vacancies** – When a BOLT vacancy has occurred or is planned to occur, the Board of Library Trustees can assist the City Council by facilitating a nomination process, by convening an ad hoc trustee nominating sub-committee to identify candidates.
2. **Process** – BOLT shall adopt and update a process for nomination that delineates candidate search objectives, provisions for the notice of the vacancy, application procedures, objective standards for the review of applications, and a selection process.
3. **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. A recommendation from the ad hoc trustee nominating sub-committee is not binding.

Article VI - 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 of BOLT.
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 VII – 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 recuse myself from consideration, discussion and voting on matters in which I have conflict. I agree to abide by the Berkeley Conflict of Interest Code and the conflict of interest provisions in the Commissioner's Manual.
 - 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 Bylaws.
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 VIII - 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 IX - 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 X - 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 XI - 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.

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. Recommend to the City Council the purchase, lease and/or erection of buildings, quarters, and sites for the Library and its administration, and control 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 non-City Councilmembers, 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.
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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, in compliance with the procedures in the Commissioners' Manual
9. **Resignation Procedure** - A Trustee wishing to resign shall submit a written resignation directly to the City Clerk 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 City Clerk and Secretary unless a future date is indicated. The Secretary shall then notify BOLT and the City Council that a vacancy exists within three business days.

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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.
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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; however, the Vice President shall execute the President's duties until a new President is elected
- 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.
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1. **Vacancies** – When a BOLT vacancy has occurred or is planned to occur, the Board of Library Trustees can assist the City Council by facilitating a nomination process, by convening an ad hoc trustee nominating sub-committee to identify candidates.
2. **Process** – BOLT shall adopt and update a process for nomination that delineates candidate search objectives, provisions for the notice of the vacancy, application procedures, objective standards for the review of applications, and a selection process.
3. **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. A recommendation from the ad hoc trustee nominating sub-committee is not binding.

Article VI - 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 of BOLT.
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 VII – 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 recuse myself from consideration, discussion and voting on matters in which I have conflict. I agree to abide by the Berkeley Conflict of Interest Code and the conflict of interest provisions in the Commissioner's Manual.
 - 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 Bylaws.
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 VIII - 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 IX - 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 X - 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 XI - 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

September 7, 2022

To: Board of Library Trustees

From: Tess Mayer, Director of Library Services

Subject: Review Rules for Nominations for the Selection of Board President and Vice-President

INTRODUCTION

Each year the Board of Library Trustees elects Officers for a one-year term.

FISCAL IMPACTS OF RECOMMENDATION

This report will have no fiscal impacts.

BACKGROUND

Each year the Board of Library Trustees appoints a Trustee to sit as President and a second Trustee to sit as Vice-President for the following year. Section 3.04.040 Organization of Board of the City of Berkeley Municipal Code specifies that each year the Board of Library Trustees shall elect one of its members as president and another as vice president for a term of one year, on or about the first meeting of the board in October of each year.

CURRENT SITUATION AND ITS EFFECTS

Regular President and Vice-President elections occurred on November 3, 2021. Trustee Roth was elected President and Trustee Hahn Vice-President, to serve through the time of the next election in November 2022 or until a successor is elected.

Process

Per the amended adopted Bylaws of the Board of Library Trustees, in July of each year, an information report shall be included on the Regular BOLT Meeting Agenda reviewing the rules for elections to the Offices of President and Vice President and calling for nominations to be made at the September BOLT meeting.

At the September BOLT meeting, nominations shall be agendized 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. Nominations taken "from the floor" allow all of the Trustees the opportunity to nominate others as well as themselves.

At the October BOLT meeting, the Election of a President and Vice President shall be agendized 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.

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.

The election of officers is a public process, with the vote announced at the conclusion of voting. The one-year term will commence November 3, 2022.

FUTURE ACTION

The call for nominations of Officers will take place at the October meeting, and the election of Officers will take place at the November meeting.

CONTACT PERSON

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



INFORMATION REPORTS

September 7, 2022

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

Reopening planning and restoration of hours

The Library staff continue to expand services and plan for the eventual restoration of regular operating hours, which would include Sunday hours at Central and adding back evening hours at every location per the pre-pandemic operating schedule:

Central Hours:	Branch Hours:	TLL Hours:
Mon. 12pm-8pm	Mon. 10am-6pm	Sun.-Mon.: Closed
Tue. 10am-8pm	Tue.-Wed. 10am-8pm	Tue: 10am-6pm
Wed. 10am-6pm	Thu. 12pm-8pm	Wed.-Thurs. 12pm-8pm
Thurs. 10am-6pm	Fri-Sat. 10am-6pm	Fri.-Sat. 10am-6pm
Fri. 10am-6pm	Sun. Closed	
Sat. 10am-6pm		
Sun. 1pm-5pm		

Additional reopening changes including the restoration of meeting room access on the part of the public, currently anticipated to take place on October 1.

Staff has successfully reintroduced indoor, in-person programs, and a number of those have taken place over the past couple of months. Examples of this robust programming include storytimes, Computer Drop-In Help at Central; *Leamos autoras: club de lectura en español* (there is an in-person and also a virtual session); author Phil Coffin author visit; Tech Help for Seniors at North; Teen Hangout at Claremont; a 3-part series *Engineers in Training!* at Tarea Hall Pittman South Branch; cartooning with Brian Kolm; Resume Makeover Clinic at Central every month in person; and some Zine-making programs at Central and North. At the same time, the Library will continue to offer online and outdoor programming, to ensure a wide variety of quality, accessible programs in different formats.

COVID-19 Safety and updates

Throughout the month of August, six Library staff tested positive for Covid (that the Library administration was aware of). This compares to six people reporting positive test results in the month of July. Two significant changes occurred relating to the City's infection response protocols. As of May 4, there was not a requirement to provide different quarantine/isolation guidance to staff with positive infections based on vaccination, booster, or previous infection status. Additionally, the definition of "close contact" changed and the reference to "six feet" was eliminated. The definition is: "workplace close contacts are coworkers or clients who are COVID-19 positive and who occupied the same airspace for more than a cumulative total of 15 minutes within a 24-hour period, during the infectious period, regardless of whether either of you wore a facemask" in accordance with Cal OSHA and the California Department of Public Health standards. As has been the case for some time, close contacts are not required to self-isolate, regardless of vaccination/booster status.

All Staff Meeting on July 29

The Library held its first in-person All Staff meeting since the pandemic began on July 29, in the parking lot of Tarea Hall Pittman South Branch. In order to accommodate a variety of access needs, the IT department supported participation by staff both in person and online via Zoom. Mayer acknowledges the hard work and effort it took to produce this event, and staff learned new lessons about the best approaches to this kind of work. It was exciting and inspiring for co-workers to see each other, including the many new faces in the organization, and the meeting covered recruitment, strategic planning, a summer reading update, and a presentation from the BPL Racial Justice Advisory Group.

Recruitment

Staff around the system has been busy, involved in many different aspects of the recruitment process, including screening and interviewing. Given the volume of vacancies and the number of people involved, this has represented a major collective effort over the month of August.

The Library Services Manager recruitment concluded, and Bill Kolb began his position supporting Central Services and Service Development on August 8. He has jumped right into the work of collaborating with his direct reports and has already actively addressed some more significant security situations.

The first round of Deputy Director interviews are being coordinated.

Current recruitments include: Supervising Librarian for West and Tarea Hall Pittman South Branches, Assistant HR Analyst, Library Assistant (multiple positions), and Library Specialist (multiple positions). The Library Aide recruitment has been initiated, as well as the Building Maintenance Mechanic recruitment.

CONTACT PERSON

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