



BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

REGULAR MEETING

Wednesday, January 4, 2023

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 & 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](mailto:Eve.Franklin@cityofberkeley.info). The Board of Library Trustees may take action related to any subject listed on the agenda.

I. PRELIMINARY MATTERS

A. Roll Call

B. Ceremonial Matters: *In addition to those items listed on the agenda, the President may add additional ceremonial matters.*

C. 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.

D. 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

E. Comments from Board of Library Trustees

II. CONSENT CALENDAR

The Board will consider removal and addition of items to the Consent Calendar prior to voting on the Consent Calendar. All items remaining on the Consent Calendar will be approved in one motion.

A. Minutes of December 7, 2022 Regular Meeting

From: Tess Mayer, Director of Library Services

Recommendation: Adopt the resolution to approve the minutes of the December 7, 2022 Regular Meeting of the Board of Library Trustees.

B. Contract Amendment AMS.net

From: Alicia Abramson, Manager, Library Information Technology

Recommendation: Adopt a Resolution authorizing the Director of Library Services to amend to contract No. 32000170 with AMS.Net for the continued support and maintenance of network firewall hardware and software, including software updates, in an incremental amount of \$97,612.00 for a contracted not-to-exceed value of \$202,612 and to amend the Contract's date of expiration from June 30, 2024 to March 3, 2026.

III. ACTION CALENDAR**A. Proposed Personnel Changes, Impact to Budget FY 2023-24 – All Library Funds**

From: Nneka Gallaread, Administrative and Fiscal Services Manager

Recommendation: Adopt the resolution amending the FY 2023 and FY 2024 approved Expenditures Budget for the Library Tax Fund by **\$99,702.05** in FY 2023 and **\$111,619.12** in 2024 to provide for the conversion of one new, vacant position into a different classification, an Equity, Diversity, and Inclusion Program Manager.

B. Report on recruitment process to fill vacancy on Board of Library Trustees (BOLT) created by Trustee Davenport's term end effective May 15, 2023

From: Tess Mayer, Director of Library Services

Recommendation: Review process to recruit for vacancy on Board of Library Trustees created by the end of Trustee Davenport's second term, effective May 15, 2023 as described in the Board of Library Trustees Bylaws and Board of Library Trustees Nominations Policy (attachments).

IV. INFORMATION REPORTS

All items for discussion only and no final action.

A. State of Facilities (oral) – Brian Gavin, Building Maintenance Supervisor**B. Central Support Unit (oral) – Heather Cummins, Supervising Librarian****C. 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.

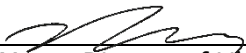
Any writings or documents provided to a majority of the commission regarding any item on this agenda will be made available for public inspection at the Berkeley Public Library Administration Office located at 2090 Kittredge Street - 3rd Floor Admin Wing, Berkeley, CA 94704.

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 December 28, 2022.

//s//

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

**Communications:**

|            |                |                             |
|------------|----------------|-----------------------------|
| 12/7/2022  | Richard        | CD Music                    |
| 12/21/2022 | Brandon Henley | Makers Space!!              |
| 12/23/2022 | Mark           | receipts for laptop returns |







**MINUTES**  
**Berkeley Public Library - Board of Library Trustees Regular Meeting**  
**Wednesday, December 7, 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:** 6:31 pm.  
Present: Trustees Davenport, Greene, Hahn, Roth and Selawsky.  
Absent: None.  
Also Present: Jay Dickinson, Circulation Services Manager; Nneka Gallaread, Administrative and Fiscal Services Manager; Bill Kolb, Library Services Manager; My Chan, Associate Human Resources Analyst; Aimee Reeder, Assoc. Management Analyst; Eve Franklin, Administrative Secretary; Dan Beringhele, Supervising Librarian, North Branch; Sheila Lew, Librarian I; Robyn Brown, Librarian I.
- B. **Ceremonial Matters:**
- C. **Public Comments:** 0 speakers.
- D. **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
- E. **Comments from Board of Library Trustees**
  - A. Trustee Hahn – Eric Klinenberg, *Palaces for the People* is giving a Zoom talk on Thursday, December 8 at 6pm. <https://conta.cc/3P3ODp2>.
  - B. Trustee Davenport – Finally feels like the public is coming back into the library spaces. Appreciate staff that make that culture possible.
  - C. Trustee Selawsky – Wishing staff, patrons and Berkeley residents a happy holiday season.
  - D. Trustee Roth – encouraging everyone to maintain vigilance, masking and distancing.

**II. CONSENT CALENDAR**

**Action:** M/S/C Trustee Selawsky / Trustee Greene to adopt resolution #R22-059 to approve the consent calendar as presented.

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

**A. Approve Minutes of the November 2, 2022 Regular Meeting**

**From:** Director of Library Services

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

**Financial Implications:** None

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

**Action:** M/S/C Trustee Selawsky / Trustee Hahn to adopt resolution #R22-060 to approve the minutes as presented.

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

### III. ACTION CALENDAR

Item B, Report on recruitment process to fill vacancy on Board of Library Trustees (BOLT) created by Trustee Davenport's term end effective May 15, 2023 is postponed to the January 4, 2023 meeting.

#### A. Proposed Personnel Changes, Impact to Budget FY 2023-24 – All Library Funds

**From:** Administrative and Fiscal Services Manager

**Recommendation:** Adopt the resolution amending the FY 2023 and FY 2024 approved Expenditures Budget for the Library Tax Fund by \$55,603.52 in FY 2023 and \$42,507.52 in 2024 to provide for three proposed changes to existing vacant positions.

**Financial Implications:** none.

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

**Action:** M/S/C Trustee Selawsky / Trustee Greene to adopt resolution #R22-061 to amend the FY 2023 and FY 2024 approved Expenditures Budget for the Library Tax Fund by \$55,603.52 in FY 2023 and \$42,507.52 in 2024 to provide for three proposed changes to existing vacant positions.

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

#### B. Report on recruitment process to fill vacancy on Board of Library Trustees (BOLT) created by Trustee Davenport's term end effective May 15, 2023

**From:** Director of Library Services

**Recommendation:** Review process to recruit for vacancy on Board of Library Trustees created by the end of Trustee Davenport's second term, effective May 15, 2023 as described in the Board of Library Trustees Bylaws and Board of Library Trustees Nominations Policy (attachments). Per process, form an ad hoc subcommittee to steer the recruitment process.

**Financial Implications:** none.

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

**Action:** postponed to January 4, 2023 meeting.

### IV. INFORMATION CALENDAR

#### A. Staffing and Recruitment Update

**From:** My Chan, Associate Human Resources Analyst

**Action:** Received (Attachment 1)

#### B. North Branch Update

**From:** Dan Beringhele, Supervising Librarian, North Branch; Sheila Lew, Librarian I and Robyn Brown, Librarian I

**Action:** Received (Attachment 2)

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

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

**Action:** Received - No oral report

### V. AGENDA BUILDING

Next regular meeting will be held January 4, 2023.

Future topics:

- Staff recruitments feedback to staff
- Art & Music update

### VI. ADJOURNMENT

Trustee Davenport / Trustee Selawsky to adjourn the meeting.

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

Adjourned at 7:51 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of December 7, 2022 as approved by the Board of Library Trustees.

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

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

Attachments:

1. Staff and Recruitment Update Presentation
2. North Branch Update Presentation

DRAFT



# 2022 Recruitment Update

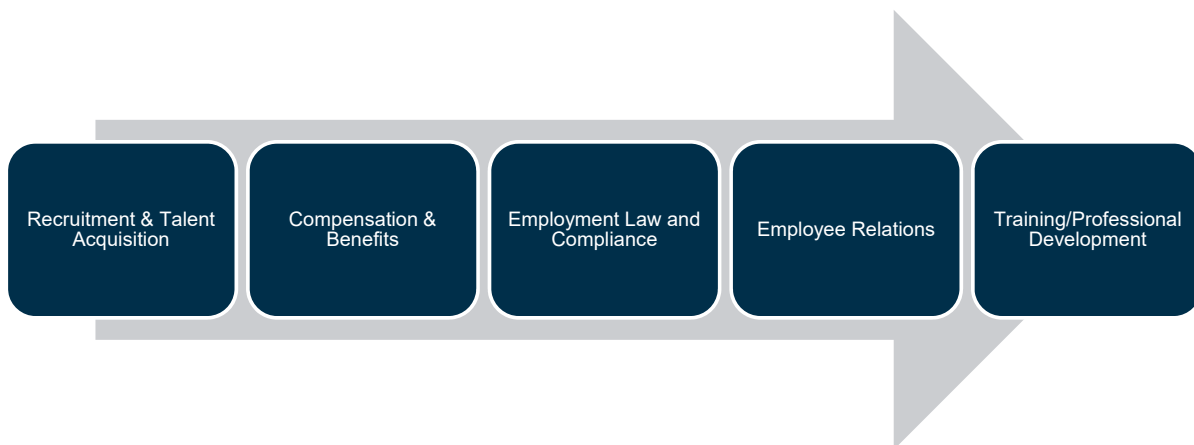
*My Chan, Associate HR Analyst*



December 7, 2022  
Regular Meeting  
Board of Library Trustees (BOLT)

[www.berkeleypubliclibrary.org](http://www.berkeleypubliclibrary.org)

## Human Resources in the Library



## Recruitment Outreach Efforts



|                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------|
| College Job Boards<br>(Community, State, Universities)                                                            |
| Online Job Boards<br>(Indeed, Professional Librarian Associations, Government Jobs, LinkedIn, Monster Jobs, etc.) |
| Workforce Development Agencies<br>(Alameda County, Contra Costa)                                                  |
| Local Non-Profit Groups<br>(together bay area, Laos family, Tri-Valley Career, youthwork)                         |
|                                                                                                                   |
|                                                                                                                   |
|                                                                                                                   |

## 2022 Hiring & Recruitment Snapshot

Recruited for **11**  
classifications

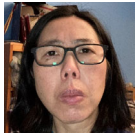
**46** people  
received offers

**3** more accepted  
offers in 2022 &  
will onboard in  
2023

\*In January 2022 there were 40  
vacancies within BPL.



Kaoru  
Kumano



Denise  
Leo



Lillian  
Whithaus



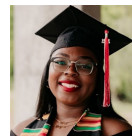
Richard  
Chew



Brianna  
Bradford



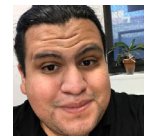
Sonam  
Wangmo



Mecca  
Freeman



Monique  
Rizo



Pedro  
Perez



Kasey  
Breien



Jacob  
Kahn



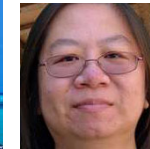
Amanda  
Myers



Raylene  
Ezike



Pema  
Lhakey



Sheila  
Lew



Kelsey  
Ockert



Donovan  
Russell

## Promotional Hires



William  
Hoberg



Kirstin  
Mandalay



Robyn  
Brown



Jose  
Guerrero



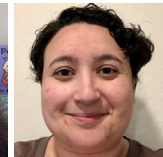
Yesica  
Hurd



Brianna  
Meli



Lissette  
Gonzalez



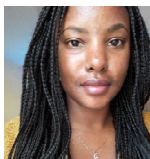
Jenna  
Brotsky



Fabiola  
Hernandez-  
Soto



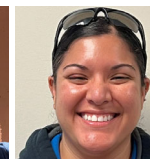
Molly  
Nichols



Chenice  
Jackson



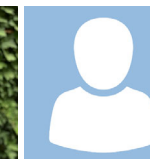
Pamela  
Rouse



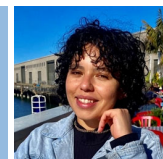
Elisa  
Tilton



Joseph  
Price II









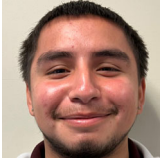







Sara Beth  
Sebahar



Jasmine  
Jessie

## New Hires

|                                                                                   |                                                                                   |                                                                                   |                                                                                   |                                                                                    |                                                                                     |                                                                                     |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|  |  |  |  |  |  |  |
| William<br>Kolb                                                                   | Catherine<br>Pyun                                                                 | Janine<br>Bedon                                                                   | Ayanna<br>Boben                                                                   | Kyle<br>Lewis                                                                      | Michael<br>DeFabio                                                                  | Francesca<br>Neveu Gibson                                                           |
|  |  |  |  |  |  |  |
| Micaela<br>Clark                                                                  | Angel<br>Sandoval                                                                 | Benjamin<br>Anderson                                                              | Joshua<br>Greller                                                                 | Maverick<br>Ng                                                                     | Opie<br>James                                                                       | Lolisha<br>Chaney                                                                   |

New Hires

Recruitments currently underway

- Deputy Director of Library Services
- Sr. Information System Specialist
- Building Maintenance Mechanic
- Library Specialist I

*\*We currently have 15 vacancies but 9 are pending interviews.*



- Tool Lending Specialist
- Mail Service Aides

## Upcoming Recruitments

## Comments & Questions



[www.berkeleypubliclibrary.org](http://www.berkeleypubliclibrary.org)



# North Branch



## North Branch at a glance

- Built in 1936
- Renovated in 2011 with expanded Teen Space and Staff Office
- Community Room
- Pace Fund



## North Branch Circulation

- 48,000+ items in Collection
- Highest Circulation in BPL system. Average of 21,000 items per month in second half of 2022
- Highest Amount of Daily Holds Shelf Items (1500)

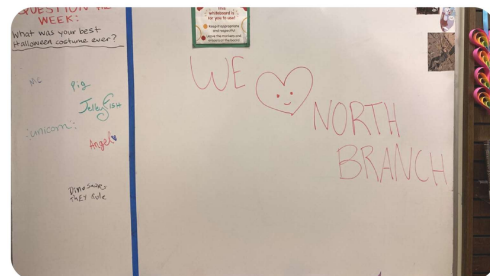
- 13 staff, all positions are filled
- 11 staff hired in 2022, 7 since September
- Full Time Library Assistant position added in 2022
- 2 paraprofessional staff have begun pursuing an MLIS, another recently graduated

## North Branch Staff



## New and Upcoming at North

- Greater accessibility
- Improved browsing experience
- Indoor programming
- Expanded programming in December
- Planning for return of evening hours



## Teens at North

- Average circulation of the teen collection over the last three months is over 700 books per month
- The teen room is a dedicated space (teens only from 2-6pm), with a collection that appeals to teens, crafts, engaging displays, and a whiteboard for teen use.





## PROGRAMS

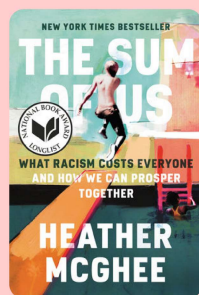
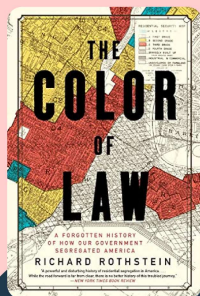
### Planting Wellness with PlanterDay

Teens and families got to decorate their own pots and learn how to repot plants in this workshop with Oakland-based PlanterDay. We were joined by a volunteer from the Alameda County Crisis Center, who shared mental health resources for teens.



## PROGRAMS

### Upcoming



### Author Talks with Heather McGhee & Richard Rothstein - May & Nov 2023

Racial justice programming for teens & adults in conjunction with RJAG's "All Staff Read" book group. Heather & Richard are both New York Times bestselling authors and their books focus on subjects relevant to Gen Z.

### Reverse Engineering with 9th St Lab - January 2023

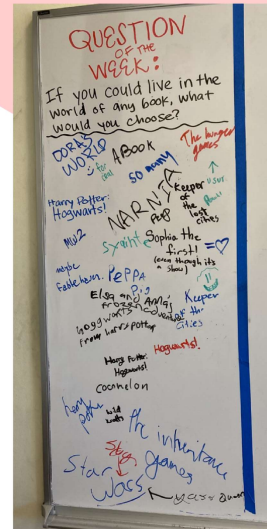
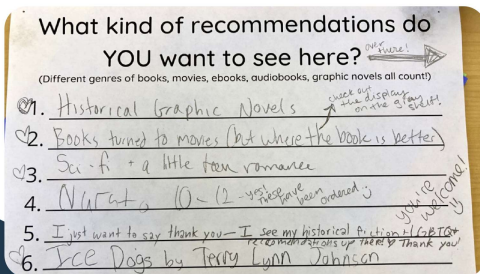
A hands-on STEM workshop for teens & tweens in collaboration with a local small business, 9th St Lab.



# MLK Middle School Class Visits

**10 sixth grade classes (260 students) came to visit the library in October.**

- Learned about library expectations, how to check out and put books on hold and upcoming programs for teens.
- Explored the library and used the teen room. They loved drawing on the whiteboard, looking at manga, and finding new books to read (LGBTQ+ stories, historical fiction, sad love stories)
- We saw an uptick of students coming in with their parents to get a library card. Many students also were able to get replacement cards on their field trip.



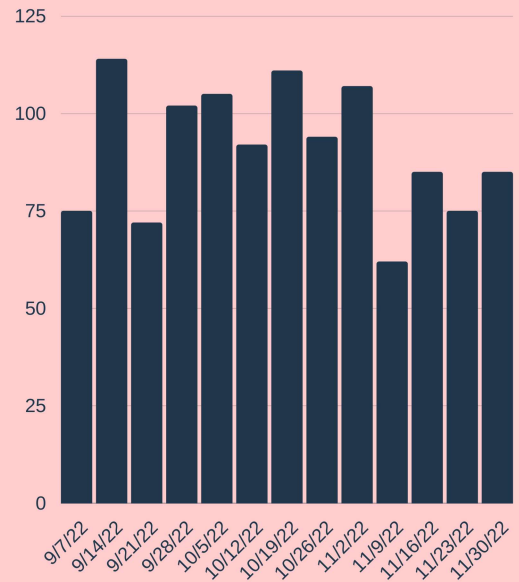
## Children's Programming at North Branch Library





## Story Time on the Lawn

- Wednesdays at 10:30am
- Total attendance of 1,179 children and adults for September, October, and November 2022
- Average weekly attendance of 91



## Not-So-Scary Story Time & Family Costume Parade

- Outdoor Halloween story time
  - 75 attendees
  - musical accompaniment with Juan on drums and Kenny on guitar
- Costume parade around the library
  - 85 participants
  - Pets in costume welcomed







## Bilingual Drag Queen Story Time

- Safety plan
  - Administration
  - North Staff
  - Children's Services
  - Berkeley Police Department
- 37 attendees

## WINTER BREAK FUN

|                   |                          |
|-------------------|--------------------------|
| Dec 19 3pm-4pm    | * Holiday Bingo for Kids |
| Dec 20 3pm-5pm    | * Chess Club             |
| Dec 21 3pm-4pm    | * LEGO Free Build        |
| Dec 22 3pm-4:30pm | * Family Movie Matinee   |
| Dec 23 4pm-5pm    | * Fun Friday Crafts      |
| Dec 27 3pm-5pm    | * Chess Club             |
| Dec 28 3pm-4pm    | * LEGO Free Build        |
| Dec 29 3pm-4:30pm | * Family Movie Matinee   |
| Dec 30 4pm-5pm    | * Fun Friday Crafts      |



# 2023 Upcoming Programs

## Pajama Storytime

- Evening storytime
- Presented weekly in-person
- Thursday 6:30pm



## Graphic Novel Book Club

- two book clubs
  - 3rd graders
  - 4th/5th graders
- discusses graphic novels
- meets monthly in-person



Questions? Comments?

Contact Dan Beringhele  
[dberinghele@cityofberkeley.info](mailto:dberinghele@cityofberkeley.info)





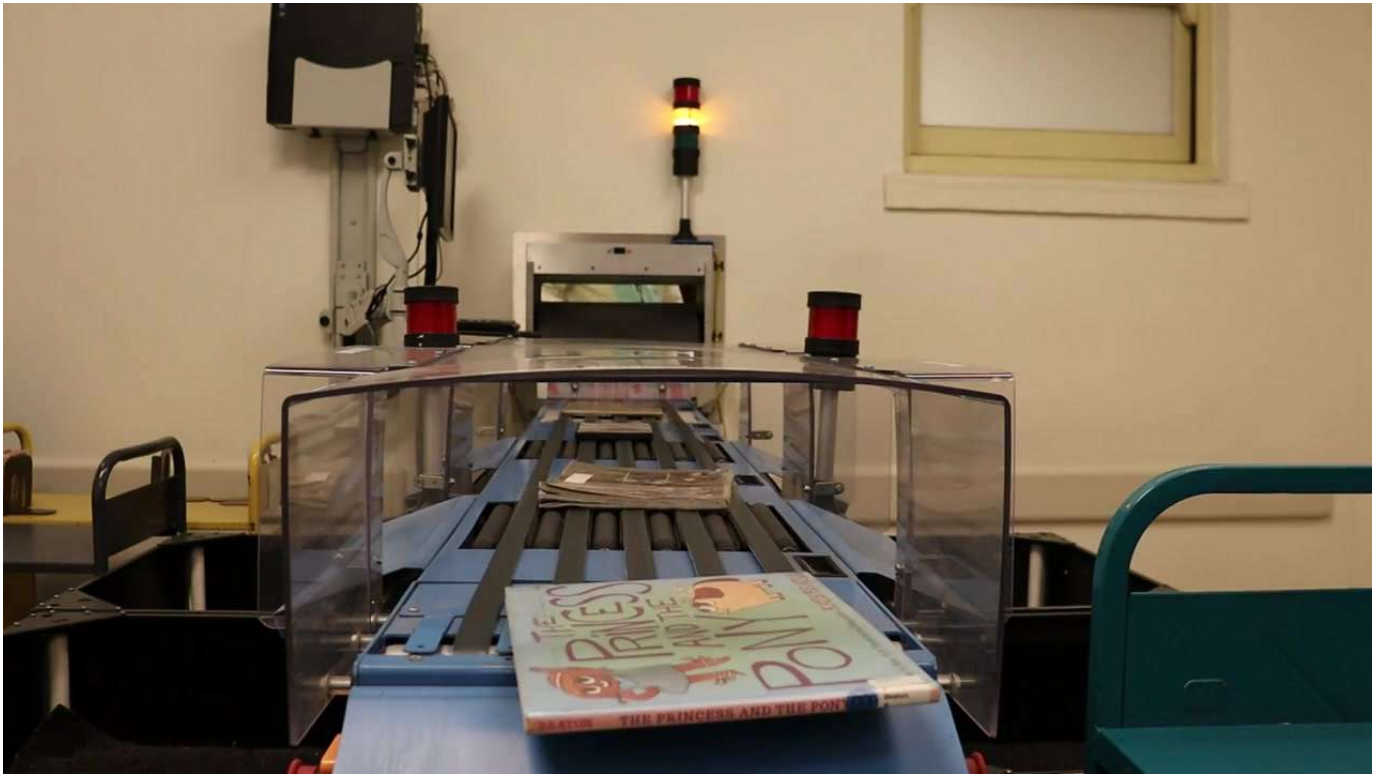














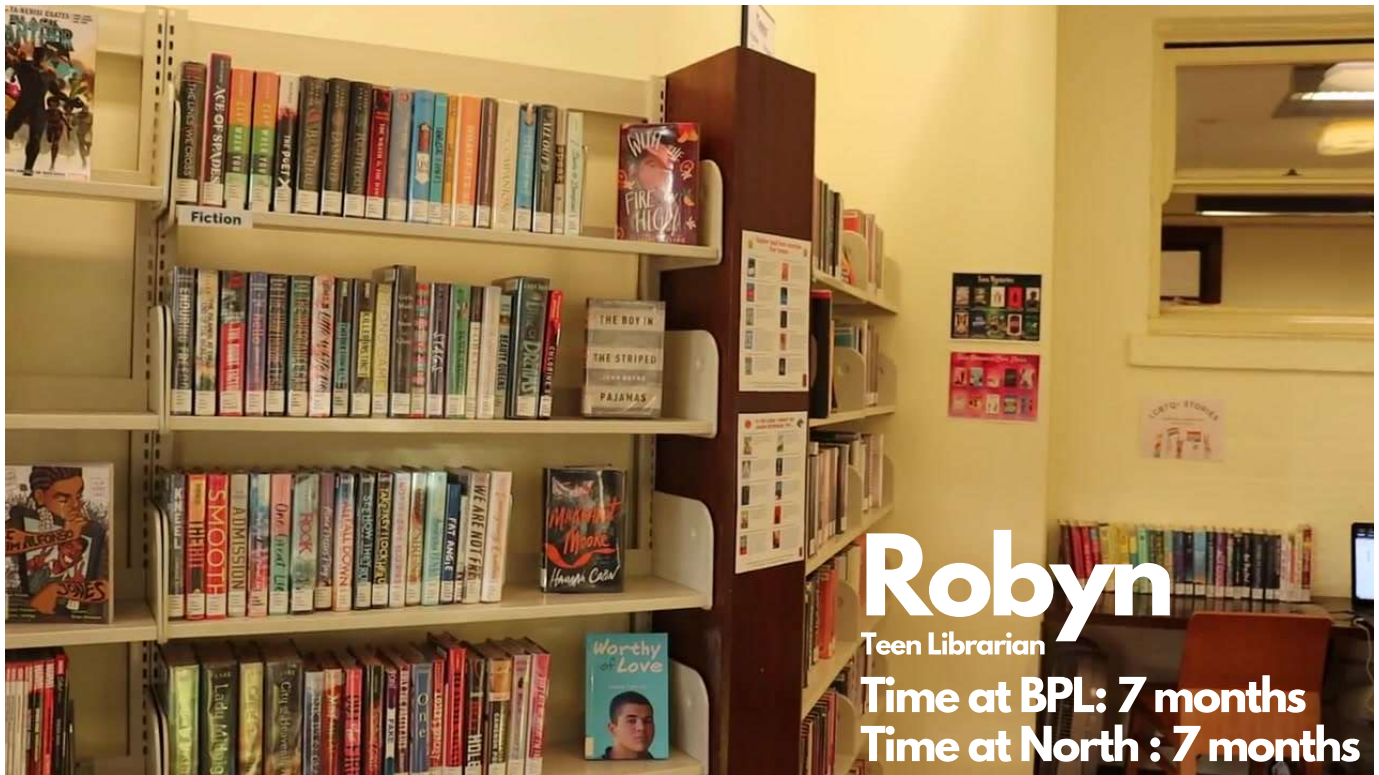
















**Sheila**  
Children's Librarian  
Time at BPL: 16 years  
Time at North : 2 years









**Oona**  
Library Specialist  
Time at BPL: 15 years  
Time at North : 14.5 years





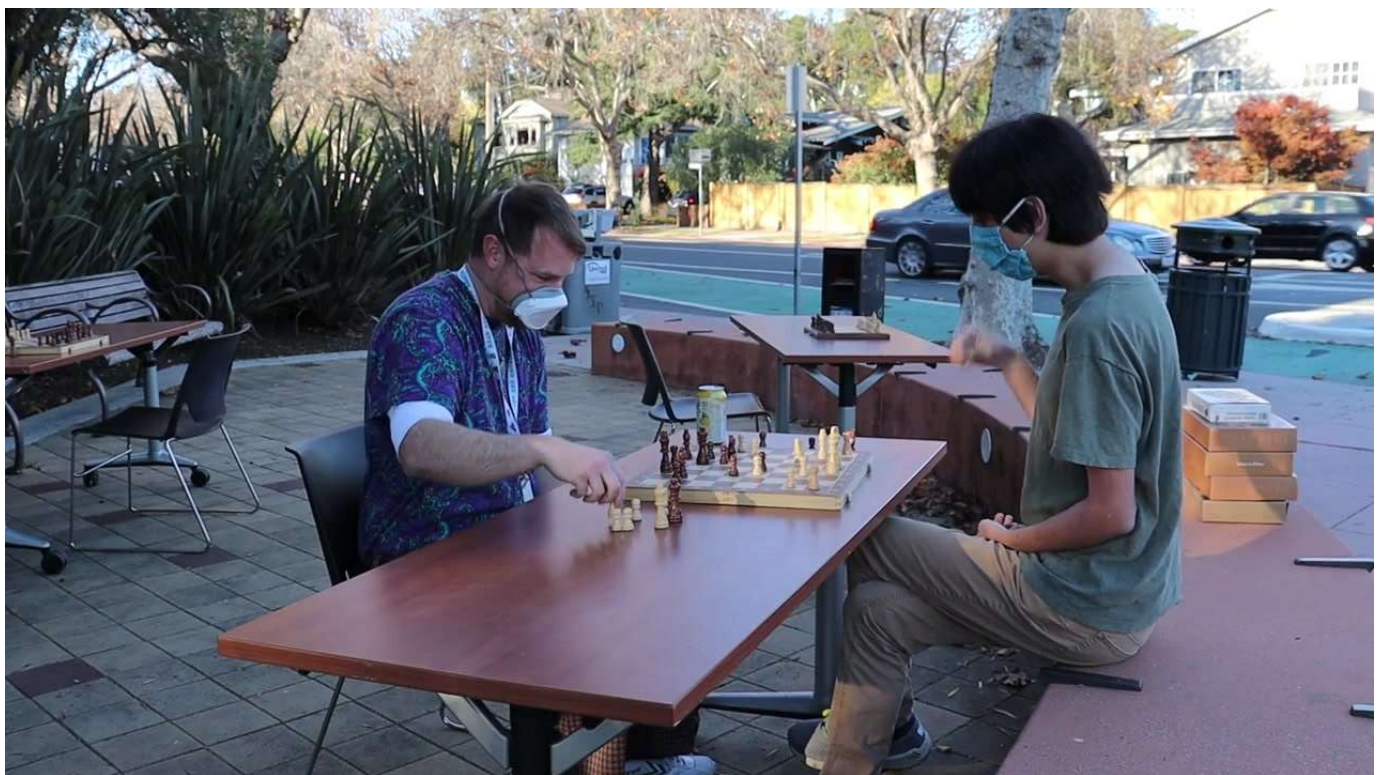










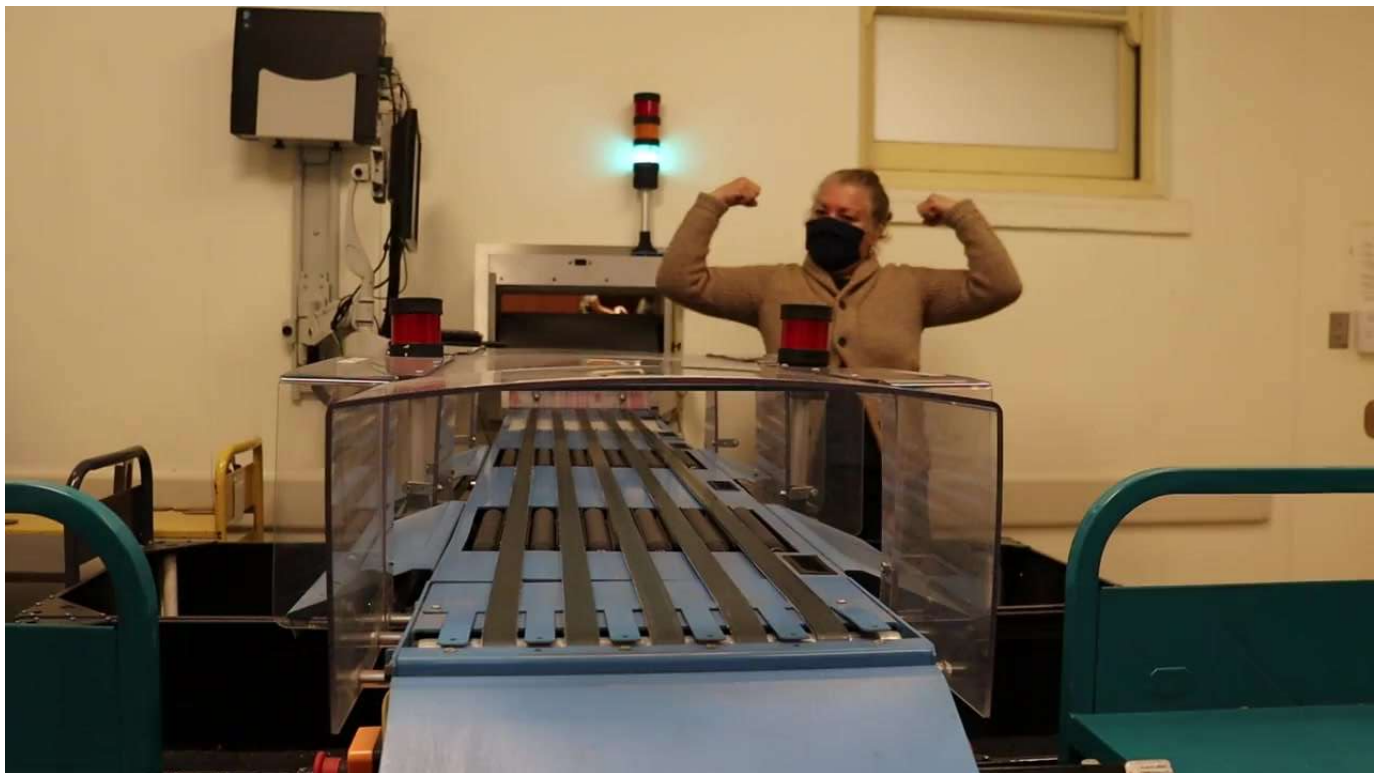




















**CONSENT CALENDAR**

January 04, 2023

To: Board of Library Trustees

From: Alicia Abramson, Library Information Systems Administrator

Subject: Contract Amendment: No. 32000170, AMS.Net

**RECOMMENDATION**

Adopt a Resolution authorizing the Director of Library Services to amend to contract No. 32000170 with AMS.Net for the continued support and maintenance of network firewall hardware and software, including software updates, in an incremental amount of \$97,612.00 for a contracted not-to-exceed value of \$202,612 and to amend the Contract's date of expiration from June 30, 2023 to March 3, 2026.

**FISCAL IMPACTS OF RECOMMENDATION**

The FY 2023 Library Tax Fund (101) budget includes funding to support this request in the following accounts:

| <b>Cost</b> | <b>Budget Code</b>    | <b>Description</b>                                                                                                                                                                                                                                     |
|-------------|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| \$97,612.00 | 101-22-242-271-613130 | 3-Years Fortigate Unified Threat Protection, 24x7 Forticare plus Application Control, IPS, AV Web Filtering and Anti-Spam Services, AV, FortiGuard, NGFW Service, CF,AS, 24x7 Email,24x7 Comprehensive Support, Advance HW, Firmware & General Updates |

A budgetary adjustment is not needed to accommodate this contract.

**CURRENT SITUATION AND ITS EFFECTS**

On January 15, 2020, the Board of Library Trustees of the City of Berkeley authorized, by Resolution No.: R20-003, the Director of Library Services to execute a contract with AMS.Net for the purchase of network firewall hardware and software, installation services and training for Library staff utilizing the MERCED County Fast Open Contracts Utilization Services (FOCUS) program Contract No. 2015109 with AMS.NET as a purchasing vehicle, for the period beginning January 9, 2020 through January 31, 2023, for an amount not-to-exceed (NTE) \$105,000.

**BACKGROUND**

In 2020 the Library completed a project to upgrade the Library's high-speed internet services to 10 Gigabytes per second (Gbps). This has enabled greater access to online resources and was one of the Library's Fiscal Year 2020 strategic goals, and is aligned with the City of Berkeley's Strategic Plan under the rubric of "Providing State of the art, Well Maintained Infrastructure, Amenities and Facilities." In order to implement a 10 Gbps connection it was necessary for the Library to replace its firewall, which had a maximum speed of 1 Gbps, with a new system that could handle speeds up to 10 Gbps. The firewall selected and implemented, the Fortinet Fortigate 2201E, connects the Library to the Internet, manages the traffic over the network and secures the Library's network and from internet based cyber threats including hackers, viruses and malware.

The Library's firewall, offers advanced "Third Generation Network Security features," including Unified Threat Management (UTM), intrusion prevention, and antivirus filtering. The system is capable of learning, adapting and shielding the Library's network as new cyber threats evolve and emerge. It also features a simplified management interface which is ideal for lean organizations to implement and manage.

RATIONALE FOR RECOMMENDATION

The Library's firewall is an essential component of the Library's network security environment and secures the Library's network from internet based cyber threats including hackers, viruses and malware.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

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

Attachments:

1: Resolution

## BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R23-\_\_\_\_

### CONTRACT AMENDMENT: NO. 32000170, AMS.Net

WHEREAS, in FY2021 the Library completed a project to upgrade the Library's high-speed internet services to 10 Gigabytes per second (Gbps) which has enabled greater access to online resources and was one of the Library's Fiscal Year 2020 strategic goals and is aligned with the City of Berkeley's Strategic Plan under the rubric of "Providing State of the art, Well Maintained Infrastructure, Amenities and Facilities"; and

WHEREAS, the internet speed upgrade required the Library to acquire a new firewall that was capable of 10 Gbps speeds; and

WHEREAS, on January 15, 2020, by BOLT Resolution No.: R20-003, the Board of Library Trustees of the City of Berkeley authorized the Director of Library Services to execute Contract No. 32000170 with AMS.Net for the purchase of network firewall hardware and software, installation services and training for Library staff utilizing the MERCED County Fast Open Contracts Utilization Services (FOCUS) program Contract No. 2015109 with AMS.NET as a purchasing vehicle, for the period beginning January 9, 2020 through January 31, 2023, for an amount not-to-exceed (NTE) \$105,000; and

WHEREAS, The Library's firewall is an essential component of the Library's network security environment and secures the Library's network from internet based cyber threats including hackers, viruses and malware; and

WHEREAS, AMS.Net has successfully fulfilled its contractual obligation to provide network firewall hardware and software, installation services and training for Library staff as stipulated under the initial contract.

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby authorizes the Director of Library Services to amend contract No. No. 32000170 with AMS.Net for the continued support and maintenance of network firewall hardware and software, including software updates, in an incremental amount of \$97,612 for a contracted not-to-exceed value of \$202,612 and to amend the Contract's date of expiration from June 30, 2023 to March 3, 2026.

ADOPTED by the Board of Library Trustees of the City of Berkeley at the January 4, 2023 meeting:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Amy Roth, President

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







**ACTION CALENDAR**

January 4, 2023

To: Board of Library Trustees

From: Nneka Gallaread, Administrative and Fiscal Services Manager

Subject: Proposed Personnel Changes, Introduction of Equity, Diversity, Inclusion Manager, Impact to Budget FY 2023-24 – All Library Funds

**RECOMMENDATION**

Adopt the resolution amending the FY 2023 and FY 2024 approved Expenditures Budget for the Library Tax Fund by **\$99,702.05** in FY 2023 and **\$111,619.12** in 2024 to provide for the conversion of one new, vacant position into a different classification.

**INTRODUCTION**

The Library proposes to make changes to a position created in 2017 that is vacant (and for which there has never been a recruitment). This change does have some marginal budgetary impact and for this reason would impact the Library's approved FY 2023 and 24 budgets in the following way:

The proposed Budget for all Library Funds for FY 2023 and 24 projects revenue of \$24,111,188 and \$24,587,943; respectively and expenditures of \$24,905,700 and \$25,160,802. The following table reflects the dollar values by Fund grouping.

**Proposed Budget**

| Fund                           | FY 2023             |                     | FY 2024             |                     |
|--------------------------------|---------------------|---------------------|---------------------|---------------------|
|                                | Revenue             | Expense             | Revenue             | Expense             |
| Library Tax (101)              | \$23,837,768        | \$24,489,370        | \$24,314,523        | \$24,743,276        |
| Grants (103)                   | \$68,420            | \$66,330            | \$68,420            | \$67,526            |
| Friends and Gifts (104)        | \$105,000           | \$150,000           | \$105,000           | \$150,000           |
| BPL Foundation (105)           | \$100,000           | \$200,000           | \$100,000           | \$200,000           |
| <b>Berkeley Public Library</b> | <b>\$24,111,188</b> | <b>\$24,905,700</b> | <b>\$24,587,943</b> | <b>\$25,160,802</b> |

The total increase to personnel expenditures due to this change would be **\$99,702.05** in FY 2023 and **\$111,619.12** in 2024. Because this position already has an associated pension and medical benefits package, the difference is primarily driven by the pay differential between classifications.

**CURRENT SITUATION**

The Library is requesting changes related to FTEs and to the organizational structure as described below. Recommended changes to staffing will not result in any individual being repositioned, re-classed, nor impacted by any form of job loss, reduction in-force, or lay-off. All staffing proposals contained in this report are directly related to short and long-term library interests and operations. The changes enumerated below that impact bargaining unit members will be discussed with the Library's Joint Labor Management Team and the BPL Racial Justice Advisory Group.

**BERKELEY PUBLIC LIBRARY  
ACTION CALENDAR REPORT**

Proposed Personnel Changes, Introduction of Equity, Diversity, Inclusion Manager, Impact to Budget FY 2023-24 – All Library Funds

Page 2

The Library proposes the following change:

1. **Convert a vacant Senior Librarian position to a Program Manager II position, with Equity, Diversity, Inclusion emphasis** (please see attached classification statements).

The Library was authorized by BOLT in May 2017 to add a Senior Librarian position which would be part of the system's newly created Central Support Unit. This position was intended to provide administrative, system-wide support through program development, as well as public services such as programming and collection development in the Central Library.

Since this position was added (but never filled), the Library has added and recruited for a Teen Librarian position and a Social Services Specialist position within that unit. The scope of work for these two positions fulfill the critical functions of programming and collections development within the Central Support Division and Central Library that the Senior Librarian position was originally going to support.

Additionally, the Library plans to launch a Programming Committee in 2023, which will address some of the same goals intended for the Central Support Senior Librarian position, but in a more distributed model that will incorporate staff from a variety of library locations and classifications. The Library believes a diversity of voices on the programming committee will greatly benefit the Berkeley community.

At the same time, Berkeley Public Library has reached a critical juncture with respect to racial equity work. The BPL Racial Justice Advisory Group (RJAG) successfully led many efforts, including identifying and coordinating with a consultant, Dr. Watson of Race-Work, to lead a number of staff trainings. Dr. Watson is also available to consult, but on a limited, hourly basis. The Library needs greater focus and resources dedicated to this work, which is a stated priority of the City and the Library as a Racial Equity Action Plan (REAP) must be created for the Library.

The REAP will take considerable time, project management skills and effort. Beyond the creation of the REAP, the team needs to facilitate the implementation of the plan, which will require time, effort, and coordination across each division and location within the organization.

The Library has several key initiatives next year that are directly related to racial justice efforts, including the launch of a strategic planning process and the development of a capital improvement plan and budget. Although change work will require the participation of all staff, it would greatly help to advance the effort if someone were charged with full-time leadership of racial equity initiatives and oversight of the daily administrative tasks associated with these projects.

**FISCAL IMPACT OF RECOMMENDATION**

Personnel Budget (Library Tax Fund)

Overall, the Library proposes a reduction of 0 FTE from an authorized FY 2023/24 level. Authorized headcount would remain 143.

**Breakdown by Position Type**

| Type         | FTE            |                |                | Headcount  |            |            |
|--------------|----------------|----------------|----------------|------------|------------|------------|
|              | FY23/24        | +/-            | FY22           | FY23/24    | +/-        | FY22       |
| Career       | 114.350        | (0.500)        | 114.850        | 143        | -          | 143        |
| Non-Career   | 0.375          | (0.375)        | 0.750          | 1          | (1)        | 2          |
| <b>Total</b> | <b>114.725</b> | <b>(0.875)</b> | <b>115.600</b> | <b>143</b> | <b>(1)</b> | <b>145</b> |



**BERKELEY PUBLIC LIBRARY**  
**ACTION CALENDAR REPORT**

Proposed Personnel Changes, Introduction of Equity, Diversity, Inclusion Manager, Impact to Budget FY 2023-24 – All Library Funds

**Page 3**

As occurs during each budget development exercise, ending budgeted labor expenses within the Library Tax Fund are always subject to change based on updated labor cost calculations once staffing headcount changes are entered; consequently, staffing costs may vary slightly in contrast to what is presented in this report.

The total increase to personnel expenditures due to this change would be **\$99,702.05** in FY 2023 and **\$111,619.12** in 2024. Because these positions already have associated pension and medical benefits packages, the difference is primarily driven by the pay differential between classifications.

ALTERNATIVE ACTIONS

No alternative actions are proposed at this time. If the changes described above are not approved, then the Library will continue to operate as it has been, with less capacity dedicated to the management of racial equity associated initiatives.

FUTURE ACTION

On adoption by the Library Board of Trustees the Library will report this update to the City's Budget Office to inform mid-cycle updates to the City's overall budget.

CONTACT PERSON

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

Attachments:

1. Resolution
2. Position Change Forecast\_ 121422
3. Program Manager II Class Specification
4. Sr Librarian Class Specification



## BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R23-\_\_\_\_

### **Proposed Personnel Changes, Introduction of Equity, Diversity, Inclusion Manager, Impact to Budget FY 2023-24 – All Library Funds**

Amend the FY 2023 and FY 2024 approved Expenditures Budget for the Library Tax Fund by **\$99,702.05** in FY 2023 and **\$111,619.12** in 2024 to provide for the conversion of one new, vacant position into a different classification.

WHEREAS, on May 23, 2022, the Board of Library Trustees by Resolution No.: R22-027 approved the fiscal year's 2023 budget; and

WHEREAS, the Board of Library Trustees is vested with the authority to amend the fiscal year budgets for encumbrances and adjustments throughout the fiscal year as it deems prudent and necessary as pertains to the operations of the Library; and,

WHEREAS, the FY 2023 and FY 2024 expenditures budgets are requested to be amended by **\$99,702.05** in FY 2023 and **\$111,619.12** in 2024 respectively to provide for modifications to one existing vacant position; and,

WHEREAS, racial equity work is a priority of the Library and of the City of Berkeley; and,

WHEREAS, increased leadership and capacity will better support this priority; and,

WHEREAS, the Board is committed to achieving a balanced budget that correlates expenditures with available funds.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that the FY 2023 Expenditure Budgets are amended based upon a recommended value of by **\$99,702.05** in FY 2023 and **\$111,619.12** in 2024 in appropriated expenditures.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on January 4, 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Amy Roth, President

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





| Position           | Position Number | <u>Have</u> |            | <u>FY23 Cost Want</u> |            | <u>Difference</u> |             | Comments                   |
|--------------------|-----------------|-------------|------------|-----------------------|------------|-------------------|-------------|----------------------------|
|                    |                 | FTE         | Amount     | FTE                   | Amount     | FTE               | Amount      |                            |
| Senior Librarian   | 3326            | 1.00        | 159,314.00 |                       |            |                   |             | no previous incumbent      |
| Program Manager II |                 |             |            | 1.00                  | 259,016.05 | -                 | (99,702.05) | Step C, Fringe Rate 75.78% |
|                    |                 |             | \$         |                       | \$         |                   | \$          |                            |
|                    |                 | 1.00        | 159,314.00 | 1.00                  | 259,016.05 | -                 | (99,702.05) |                            |

| Position           | Position Number | <u>Have</u> |            | <u>FY24 Cost Want</u> |            | <u>Difference</u> |              | Comments                            |
|--------------------|-----------------|-------------|------------|-----------------------|------------|-------------------|--------------|-------------------------------------|
|                    |                 | FTE         | Amount     | FTE                   | Amount     | FTE               | Amount       |                                     |
| Senior Librarian   | 3326            | 1.00        | 149,987.00 |                       |            |                   |              | no previous incumbent               |
| Program Manager II |                 |             |            | 1.00                  | 261,606.12 | -                 | (111,619.12) | Step C, Fringe Rate 75.78%, w/ COLA |
|                    |                 |             | \$         |                       | \$         |                   | \$           |                                     |
|                    |                 | 1.00        | 149,987.00 | 1.00                  | 261,606.12 | -                 | (111,619.12) |                                     |







CITY OF BERKELEY  
Established Date: Oct 26, 2021  
Revision Date: Mar 9, 2022

# Program Manager II

Class Code:  
9016

Bargaining Unit: Public Employees Union,  
Local One

## SALARY RANGE

\$62.38 - \$75.49 Hourly  
\$4,990.77 - \$6,039.41 Biweekly  
\$10,813.34 - \$13,085.39 Monthly  
\$129,760.02 - \$157,024.66 Annually

## DESCRIPTION:

### DEFINITION:

Organizes and manages major City programs or projects that have a high degree of visibility and are of substantial impact including the development and implementation of program goals and elements; may supervise professional, technical and clerical staff; and develops procedures, programs and methodologies.

### CLASS CHARACTERISTICS:

This is the second level class in the Program Manager series, fully competent to perform responsible and difficult program and project management for one or more major City programs that have a significant impact to the City and the community. Incumbents are expected to exercise independent judgment in the development and implementation of program and project goals, administering program budget and supervising staff.

## EXAMPLES OF DUTIES:

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

1. Organizes, coordinates, and manages one or more major programs or projects with high visibility and impact;
2. Coordinates administrative functions associated with program management including budget preparation, financial management, and grant application preparation and administration; manages the procurement process including the development of RFP/RFQs; negotiates terms, conditions and administers contracts;
3. Develops procedures, methodologies and performance metrics-related to compliance and program requirements; interprets and applies existing policies to actual situations; identifies and resolves problems;
4. Represents the department in a variety of meetings and forums involving program coordination and implementation;

5. Conducts complex analyses and makes technical investigations and research on a variety of issues impacting the City;
6. Plans, develops and coordinates complex studies and prepares and presents findings and recommendations;
7. Formulates, recommends and implements policies, procedures and new service approaches associated with assigned program(s);
8. Serves as liaison with representatives from federal, state, local, private and community organizations in the implementation of assigned program(s);
9. Reviews the effectiveness of service delivery and work flow; makes and implements recommendations regarding program elements;
10. Analyzes laws and regulations and their impact to assigned program(s);
11. Develops and maintains informational and statistical reports regarding program performance, goal attainment, and service levels;
12. Trains public and staff on program to improve implementation, including creating and maintaining educational materials;
13. Maintains regular contact with public, including internal and external meetings and/or site visits to ensure compliance with program requirements;
14. Performs related duties as assigned.

## KNOWLEDGE AND ABILITIES:

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

### Knowledge of:

1. Advanced principles and practices of project/program development, management and administration in the assigned program area;
2. Management and administrative principles and practices;
3. Principles of budget development and administration;
4. Advanced principles and practices of research, analysis, and report writing;
5. Principles and practices of effective employee supervision, including selection, training, work evaluation and discipline;
6. Pertinent Federal, State, and local statutes, ordinances, and regulations, as needed for area of assignment;
7. Regulatory and programmatic requirements and services as they relate to assigned program;
8. Principles and practices of grant administration, public procurement, contract law and negotiations.

### Ability to:

1. Effectively plan, develop, and implement comprehensive programs with a broad impact and high degree of complexity;
2. Collect and analyze large volumes of data and reach a sound conclusion;
3. Use, at a highly proficient level, computers, computer applications, and software including Word, Excel, and other software relevant to the assigned program area;
4. Prepare and present clear and concise technical or analytical reports and visually engaging presentations for City Council and community;
5. Interpret and apply program requirements and/or regulatory practices, rules, and policies to actual situations;
6. Meet deadlines in a highly political environment;
7. Communicate effectively, both orally and in writing;
8. Effectively analyze legislation and/or regulatory changes and their impact to City services;
9. Establish and maintain productive working relationships with those contacted in the course of the work;
10. Use English effectively to communicate in person, over the telephone, and in writing;

11. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines; and
12. Manage and supervise support staff.

## **MINIMUM QUALIFICATIONS:**

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS:

Equivalent to graduation from a four year college or university with major coursework in business or public administration, or a related field and five (5) years in the development and implementation of programs.

**OTHER REQUIREMENTS** Must be able to travel to various locations within and outside the City of Berkeley to meet program needs and to fulfill the job responsibilities. When driving on City business, the incumbent is required to maintain a valid California driver's license as well as a satisfactory driving record. Must be able to attend evening and weekend meetings.

## **CLASSIFICATION HISTORY:**

Established 10/12/21







CITY OF BERKELEY  
Established Date: Dec 1, 1988  
Revision Date: Oct 9, 2008

# Senior Librarian

Class Code:  
26060

Bargaining Unit: Service Employees International Union,  
Local 1021 (Comm Svcs & PT Rec Leaders)

## **SALARY RANGE**

\$38.98 - \$46.33 Hourly  
\$3,118.62 - \$3,706.62 Biweekly  
\$6,757.00 - \$8,031.00 Monthly  
\$81,084.00 - \$96,372.00 Annually

## **DESCRIPTION:** **DEFINITION**

Under general supervision, plans, organizes and directs activities required to implement specialized system wide ongoing library service activity; performs related work as assigned.

## **CLASS CHARACTERISTICS**

The Senior Librarian is the lead and specialist level in the professional Librarian series. This is not considered a supervisory class in that the selection and evaluation of employees is not assigned at this level. Incumbents are responsible for planning, organizing, coordinating and administering activities and staff required to accomplish major system wide library services programs, including but not limited to information and referral, public presentations and events. Primary responsibilities involve system wide program development and implementation, and coordination and direction of staff to ensure success of an assigned program or activity. This class is distinguished from Supervising Librarian in that the latter is the full first supervisory level with branch supervision responsibilities.

## **EXAMPLES OF DUTIES:**

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

1. Plans, organizes, directs and reviews the work of professional and support staff as assigned to the specific program area;
2. Develops and implements goals, objectives, policies, procedures and work standards for assigned program;
3. Develops, coordinates and implements system wide, ongoing programs in such areas as information and referral and cataloging resources;
4. Performs studies and makes recommendations for improved service delivery;
5. May participate in staff meetings and acts as a liaison between library management and branch staff in assigned area;
6. Develops activity budget requirements;
7. Serves on various library committees, both within and outside the library and collaborates with library management staff in service assessments;
8. Coordinates and provides specialized reader's advisory/reference services to patrons and branches;
9. Conducts system wide event planning and coordinates outreach and promotional efforts for assigned activity;
10. May act as the lead professional in collection development and classification of materials and services;
11. May represent the Library in meetings with the public, citizens groups and other agencies;

12. Performs related work as assigned.

**KNOWLEDGE AND ABILITIES:**

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

Knowledge of:

1. Principles and practices of public library services and administration, including service objectives, organization and procedures;
2. Principles and practices of program and budget development and implementation;
3. Basic supervisory principles and practices;
4. Automated library systems, equipment and software.

Skill in:

1. Developing, coordinating and implementing system wide library service specialty programs;
2. Planning, organizing and directing the work of assigned professional and support staff and training others in work procedures;
3. Analyzing complex administrative problems, evaluating alternatives, and recommending effective courses of action;
4. Preparing clear and concise reports, correspondence, and other written materials;
5. Establishing and maintaining effective working relations with a variety of individuals and groups, including library staff, patrons, community groups and service providers;
6. Selecting a variety of library material for patron use.

**MINIMUM QUALIFICATIONS:**

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS:

Equivalent to graduation from a college or university with a Master's degree in Library Science and three (3) years of experience as a professional librarian. Progressively responsible related experience may be substituted for the college coursework on a year-for-year basis.

**OTHER REQUIREMENTS**

A valid California driver's license is desirable. Must be able to work evenings and weekends.

**CLASSIFICATION HISTORY:**

Rev: 03/1997



**ACTION CALENDAR**

January 4, 2023

To: Board of Library Trustees

From: Tess Mayer, Director of Library Services

Subject: Report on recruitment process to fill vacancy on Board of Library Trustees (BOLT) created by Trustee Davenport's term end effective May 15, 2023

**RECOMMENDATION**

Review process to recruit for vacancy on Board of Library Trustees created by the end of Trustee Davenport's second term, effective May 15, 2023 as described in the Board of Library Trustees Bylaws and Board of Library Trustees Nominations Policy (attachments). Mayer will consult with President and Vice President of the Board to establish schedule and overview of process. It is also recommended that an ad hoc subcommittee would then be convened to review applicants and select candidates to interview, once the application period closes.

**FISCAL IMPACT**

None.

**BACKGROUND**

The Board of Library Trustees may recommend to the City Council a nominee to replace Board vacancies. The City Council is not obligated to approve any nominees presented by BOLT. The Bylaws and Board of Library Trustees Nominations Policy enumerate the process by which BOLT may recommend a nominee.

**CURRENT SITUATION AND ITS EFFECTS**

Trustee Davenport's second term will end effective May 15, 2023. Given the need for ample time to execute the process, it is recommended that the Board advance this process as soon as possible to initiate the process soon. While the vacancy will not occur for several more months, it is desirable to complete the recruitment process before the transition must take place.

**ALTERNATIVE ACTIONS CONSIDERED**

This process could be delayed, but it is preferable to allow for as much time as possible to ensure a thorough and quality process.

**RECRUITMENT INFORMATION**

The current [Boards and Commission page](#) of the City's website provides general information on commission vacancies and specific information for the Board of Library Trustees, including:

- [Commission Application](#)
- [BOLT Supplemental Questionnaire](#)
- And a link to the [Board of Library Trustees webpage](#).

The Board of Library Trustees is authorized by the City of Berkeley Charter. Charter provisions concerning library trustees can be found in [Charter § 30](#) (pages 31). Additional information related to the Board of Library Trustees can be found in Chapter 3.04 of the [Berkeley Municipal Code](#).



**BERKELEY PUBLIC LIBRARY**  
**ACTION CALENDAR**  
**Trustee Recruitment Process**

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FURTHER ACTION

Mayer will proceed with establishing timeline and overview of process.

CONTACT PERSON

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

Attachments:

1. BOLT Bylaws Approved 04MAY2022
2. Board of Library Trustees Vacancies Policy 04MAY2022

## **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.





**BERKELEY PUBLIC LIBRARY  
POLICIES**

**SUBJECT: Board of Library Trustees Vacancies  
Policy**

|                    |            |
|--------------------|------------|
| ORIGINAL DATE:     | 05/04/2022 |
| BOLT Resolution #: | R22-025    |
| REVISED DATE:      | 05/04/2022 |
| PAGE:              | 1 of 2     |

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**I. PURPOSE**

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.”

When a Board of Library Trustees (“BOLT”) vacancy has occurred or is planned to occur, the Board of Library Trustees can assist the City Council by facilitating a nomination process. This policy enumerates that process.

**II. POLICY**

- A. **Ad-hoc Trustee Nominating Sub-committee** - When a BOLT vacancy has occurred or is planned to occur, the President of BOLT will appoint an ad hoc trustee nominating sub-committee to identify candidates. The Library Director as Secretary to BOLT will assist the sub-committee.
- B. **Candidate Search Objectives** - The sub-committee’s purpose will be to ensure that nominations are inclusive and broadly represents the diverse perspectives of the community. The sub-committee will seek candidates with varied backgrounds, knowledge, abilities, expertise, and networks that can advance the Mission and Vision of the Library. The search objectives include finding candidates able to carry out the trustee role, functions, and duties, as described in the BOLT Bylaws.
- C. **Search Process** - The sub-committee will convene to take account of current BOLT needs and to schedule the process for its purposes. The process will include the creation and posting of a vacancy announcement, the application period, the review of candidates, the recommendation to BOLT, and action taken by BOLT.
- D. **Vacancy Announcement** - The sub-committee will write an announcement that BOLT is seeking interested parties, including the requirements thereof, the manner and form of applying, and the due date for submission of applications; the sub-committee, working with the Library Director and the City, and with the approval of BOLT, will advertise the call for interest.
- E. **Application Procedure** - For consideration, any applicant must be a resident of the City of Berkeley, California. Applicants must submit a resume and a supplemental statement

of interest that addresses questions or topics enumerated by the ad hoc trustee nominating sub-committee.

- F. **Review of Candidates** - The sub-committee will review each application based on the applicant's submitted information. The purpose of the review is to identify nominees that meet the search objectives, will be able to carry out the duties and functions of the Trustee as stated in the Bylaws, will advance the Vision and Mission of the Library, and will be a resource for collaboration and partnerships on behalf of the Library.
- G. **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.

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



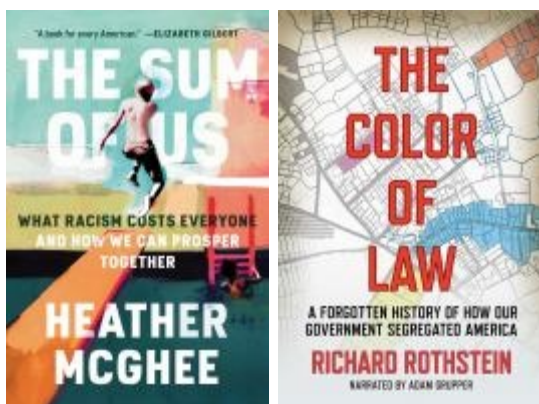
**INFORMATION REPORTS**

January 4, 2023

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

**Racial Justice Advisory Group All Staff Read**

Aimee Reeder (Communications), Raylene Ezike (Supervising Library Assistant-West), and Robyn Brown (Teen Services, North) make up the Racial Justice Advisory Group All Staff Read subcommittee and they have been working on two staff book clubs for 2023. In the spring, staff will be reading *The Sum of Us* by Heather McGhee, and in the fall staff will be reading *The Color of Law* by Richard Rothstein. These books were chosen due to their local interest, readability, and relevant themes. The Friends of the Berkeley Public Library provided funding to purchase copies of the book for all staff who want to participate. The team distributed 50 copies of the book to the branches and Central in December and they will determine if there is a need for a second delivery. The book club will meet in February, March, and April, with both an in-person option (at Tarea Hall Pittman South) and a Zoom option each month. Each month staff will read and discuss three or four chapters. In May, author Heather McGhee will present in person at the Northbrae Community Church with Savala Nolan, Director of the Thelton E. Henderson Social Justice Center of Berkeley Law (details are TBD). This event will be open to the public, and the BPL Book Club (for patrons) will read *The Sum of Us* as their May pick. In the fall, the All Staff Read book club will follow a similar three-month model and author Richard Rothstein will present in person with his daughter and the co-author of his upcoming book, Leah Rothstein (details TBD). The goal of the All Staff Read is to encourage continued discussions about race, racism, how we are doing at the library, and what we could be doing better.



**Land Acknowledgment Subgroup**

At the Board of Library Trustees meeting in November 2022, it was recommended that Library staff develop recommendations for the Board of Library Trustees to review relating to Land Acknowledgement practices at the Library. This was inspired by the adoption of a Land Acknowledgement Statement Resolution by the City Council on October 11, 2022. The resolution included a recommendation to Berkeley Commissions, Committees, and Boards to consider inclusion of Land Acknowledgement practices in their meetings. The

Berkeley Public Library staff has formed a subcommittee of the Racial Justice Advisory Group that will focus on Land Acknowledgement practices. In early December, the team held their first meeting and discussed their charge, reviewed some examples, developed a timeline for completing the work, and considered the scope.

The group will view these videos for additional background:

- <http://www.muwekma.org/>
- <https://cejce.berkeley.edu/ohloneland>
- <https://www.youtube.com/watch?v=TmBeU42fhxE>

## **Recruitment**

The vacancy rate at the Library was 28% this time last year across the library system. Since January of 2022, we have recruited for 11 classifications. Now the vacancy rate is at 9%, with 46 people having received offers and onboarded in 2022. In addition, we have several more accepted offers and those staff will onboarded in early 2023, including two Supervising Librarians and our new Deputy Director. We have vacancies in the following positions:

- Sr. Librarian (which will potentially convert to a Program Manager II position)
- Building Maintenance Mechanic
- Mail Services Aide
- Sr. Information Systems Specialist
- Library Specialist (1) in Circulation
- The newly created full-time Library Assistant position in Collections (created from two half-time Aide positions combined)
- Associate Management Analyst in Administrative Services
- Tool Lending Specialist
- Library Aides (3 in Circulation and 1 in Claremont)
- Librarian I (Adult Reference)

At the time of this writing, the Library has a total of 13 vacancies as of right now out of 143 positions, down from 40 vacancies (that included 5 new positions) in December 2021.

New Deputy Director Henry Bankhead will be starting at Berkeley Public library on January 17. Prior to joining the City of Berkeley, Henry Bankhead was the Assistant Director of Library & Recreation / City Librarian at the City of San Rafael. At San Rafael, Henry galvanized a team of library staff and community partners to open a new mall library location, a former Payless Shoe Store, in just 7 days. Prior to his seven years of service for the City of San Rafael, Henry worked at the Los Gatos Library for seven years. He also helped to open the new award-winning Los Gatos Library in 2012. At Los Gatos, Henry was a champion of ebook self-publishing and partnered with Smashwords, then one of the largest free self-publishing platforms, to teach local authors about the free tools of ebook self-publishing. For his work in this area he was named a Library Journal [Mover & Shaker](#) in 2014. Henry has been reviewing literary fiction for Library Journal for the past 15 years, went to Stanford University for his undergrad (Anthropology), San Francisco Art Institute for an M.F.A. (Painting) and San Jose State for his MLIS.

## **Urban Libraries Council Annual Conference**

Library Director Mayer attended the first Urban Libraries Council (ULC) Annual Forum event since the Covid pandemic began. The conference took place in Washington, D.C., hosted at the Martin Luther King Jr. Memorial Library. Representatives from many of North America's urban library systems attended the event



and discussed such topics such as current challenges facing urban public libraries, racism in democracy, and the library's role in democracy.

The event featured many engaging speakers and conversations, including Christina Henderson, DC Councilmember, and Tommi Laitio, Bloomberg Public Innovation Fellow. Laitio was a particularly inspiring speaker who focused on the resources that libraries have in bringing together place, content, and people. He argued that there is inherent power in the way in which people congregate in the library as a public place—a place where “you can be a somebody and develop skills to be a somebody” and find “tools for living with others and with yourself.” Laitio spoke to the way in which libraries downplay their own role when characterized simply as “more than books.” The challenge at this time is to more clearly articulate the ways in which libraries support community and democracy.

**“Libraries are NOT neutral, and neither should they be. Rather they should be principled. And that makes all the difference.” ~ Featured Speaker Tommi Laitio during ULC's 2022 Annual Forum**

The ULC team worked with our Democracy Working Group and Anti-Racism action team to create a Declaration of Democracy (attached).

ULC member libraries have been invited to endorse this Declaration, and the Berkeley Public Library will sign on.

### **Civic Center Design Workshop**

Staff members Bill Kolb, Library Services Manager-Central/Services, and Heather Cummins, Supervising Librarian of the Central Support Unit, acted as hosts to the City of Berkeley's Office of Economic Development team's Berkeley Civic Center Community Design Workshop in the second floor Mystery Room on Wednesday, November 16. Project planners from Siegel & Strain architecture and the City representatives invited members of the public to provide feedback about approaches toward developing a new civic center space downtown. Kolb reported that the event was a success, with potentially over a hundred attendees. The event highlighted the way in which Library resources regularly support public process and engagement.

### **World Cup Programming**

When Library staff began exploring the idea of hosting World Cup viewing programs at the library, they also raised concerns around the fact that the tournament was scheduled to take place in Qatar. Staff led a conversation around how to best approach these concerns, and arrived at a decision: BPL will be screening all the World Cup 11am knock-out round games in December, but the Library will also be hosting a panel discussion that explores the ethical considerations that have been raised in the current public discourse. The public library is the ideal place to bring people together to engage in this kind of dialog. Program details follow:

#### **Panel Discussion:**

#### **Social Justice & Sports**

The World Cup is often seen as a global celebration of sport and culture and notably, this year's tournament is the first to take place in the Middle East, in Qatar. However, organizations such as Amnesty International and Human Rights Watch have documented human rights issues in regards to migrant labor in the lead up to this tournament, and critics have been outspoken about Qatar's record on women's and LGBTQ+ rights.

Join us [Thursday, December 8 at 7:30pm via Zoom](#) for a panel discussion on the ethical issues surrounding the 2022 FIFA World Cup in Qatar.

We will explore broader patterns of global "sportswashing" and discuss how athletes and teams can be forces working toward social justice, locally and in solidarity with global struggles.

Panelists include:

- Alireza Azizi, **Amnesty International's** country specialist for Qatar, Yemen, and United Arab Emirates
- Jules Boykoff, [author of several books on the Olympic games](#) and the politics of sport (and former **USMNT soccer player**)
- Dr. Nasser Mohammed, publicly out **LGBTQ+ Qatari** physician
- Lindsay Barenz, **President of Oakland Soul**, Oakland's professional women's soccer team

### **Central Library Plumbing Concerns**

Since August there have been intermittent blockages of the main sewer line at the Central Library. The Library's building maintenance team has worked tirelessly to both respond to and troubleshoot these issues. After repeated incidents similar in nature, and after analyzing footage from internal cameras, Building Maintenance Supervisor Brian Gavin has identified two contributing factors:

- Independent confirmation from City of Berkeley Public Works staff and third-party vendors that the blockages have been caused almost exclusively by tri-fold paper towels only available to Library staff
- Discovery that a portion of the Library's sewer main is out of alignment – two sections of pipe are not fully connected and the resultant 'lip' created between the pipes causes paper to hang up and create/exacerbate blockages
  - This misaligned section is underneath the middle of the sidewalk on Kittredge just north of the main entrance
  - Public Works will have to be engaged to excavate, repair, and re-bury the flawed sewer line

Ongoing responses/preventative measures:

- Regular proactive jetting of main sewer line to clear any blockages that might be forming
- Support from Berkeley Department of Public Works for blockage clearing and line vacuuming/jetting
- Support from City HR Occupational Health/Safety department
- Camera exploration of sewer line for potential sources of blockage
- Signage in all staff restrooms with reminder not to flush paper towels, feminine hygiene products, etc. – just toilet paper/seat covers
- First floor water fountains have been deactivated; drain lines will be capped to eliminate them as an outlet of backflow
- Request that janitorial staff cease restocking tri-fold paper towels
- Established procedures for building supervisors to respond to emerging situations
- Replaced floor drain caps in two places with double caps, which include one cap in line in the 4" pipe and one test cap.

### **Staff Appreciation**

Many thanks to the Friends of Berkeley Public Library for providing the support for December's staff appreciation activities. Library Management Team members will deliver boxed lunches to branch and Central Library staff on December 7. The delivery will include the distribution of new Berkeley Public Library branded lanyards for staff that they can use to wear their badges. Members of the BPL Racial Justice Advisory Group staff reads subcommittee will also be distributing copies of the first book: [The Sum of Us](#):

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What Racism Costs Everyone and How We Can Prosper Together by Heather McGhee. It has been a challenging year, and we are grateful to everyone at BPL for their innumerable contributions.

CONTACT PERSON

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

Attachments:

1. ULC Declaration of Democracy



## ULC Declaration of Democracy

Democracy is under siege throughout the world and close to home. Daily, we witness assaults on basic freedoms and human rights we've long cherished as books are banned, programs and events are canceled, disinformation and misinformation spread unchecked and racism is institutionalized. Democracy's future is diminished when people's access to power, information, a diversity of voices and the ability to influence policy are restricted. As cornerstones of democracy, it is incumbent upon libraries to stand up against all efforts to impede the democratic process and limit the full participation in civic life.

Banning books through policy and legislation is one such example of the challenges facing us. These efforts have unfortunately met with success in some parts of the United States as lawmakers codify restrictions on reading material – and we strongly stand against the furtherance of such restrictive policymaking.

As leaders of North America's public libraries, we are committed to preserving, protecting and advancing the highest hopes and ideals of democracy so all members of our communities may fully participate in the democratic process. To meaningfully participate in society, people need access to a broad range of information and ideas, as well as opportunities for open, uncensored discourse to hear, read, debate and learn from each other's perspectives.

It is for this reason that libraries as trusted institutions in their communities join to advance this Declaration and commit to the following:

- Educating and informing the public about the rights afforded to them in the *United States Constitution* and the *Canadian Charter of Rights and Freedoms*, among them the freedom of religion, thought, speech, expression, belief, the press, peaceful assembly and association.<sup>1</sup>
- Encouraging an active citizenry where all are engaged in creating an equitable and just society where everyone may realize their potential as individuals within the community.
- Serving as a convener for and facilitator of civic engagement and civil discourse, where all voices may be heard and respect is displayed for community members' diverse opinions, thoughts, histories and cultural heritage.
- Increasing efforts to fight misinformation and disinformation, providing reliable resources and seeking new ways to help patrons find verifiable and accurate information.
- Leveraging programming, collections and other resources to promote human dignity, open dialogue and respect for diverse viewpoints, civil rights, and all other protections and freedoms fundamental to democracies, and based on the conviction that "laws and institutions must go hand in hand with the progress of the human mind"<sup>2</sup>, holding fast to the expectation that "the arc of the moral universe is long, but it bends toward justice"<sup>3</sup>, and that "*the Just Society will be one in which the rights of minorities will be safe from the whims of intolerant majorities.*"<sup>4</sup>

We resolve to continue to create spaces where entering our doors is an act of participating in democracy, where people can read and learn freely from all points of view, make up their own minds and engage in their communities. We stand as proud leaders of libraries, and as such, we will continue to guard democracy's great promise and ensure all those we serve are included in its fulfillment.

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<sup>1</sup> See First Amendment in the United States Constitution and Section 2 in the Canadian Charter of Rights and Freedoms.

<sup>2</sup> Thomas Jefferson, from a letter to Samuel Kercheval, July 12, 1816, enshrined on Southeast Portico of the Jefferson Memorial, Washington, D.C.

<sup>3</sup> Martin Luther King, Jr., Washington National Cathedral, March 31, 1968, enshrined on South Wall of the Martin Luther King, Jr. Memorial, Washington, D.C.

<sup>4</sup> Pierre Elliott Trudeau, as cited in *The Essential Trudeau*, ed. Ron Graham. (pp.16 – 20).