

BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

AGENDA

REGULAR MEETING

Wednesday, February 1, 2023

6:00 PM *

* Special Time

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 <u>1-669-900-9128</u> and enter Meeting ID: <u>860-4230-6505</u>. 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@citvofberkelev.info with the Subject Line in this format: "PUBLIC COMMENT ITEM ##." Please observe a 150 word limit. Time limits on public comments will apply. Written comments will be entered into the public record.

Please be mindful that the teleconference will be recorded as any Board of Library Trustees meeting is recorded, and all other rules of procedure and decorum will apply for Board of Library Trustees meetings conducted by teleconference or videoconference.

This meeting will be conducted in accordance with the Brown Act, Government Code Section 54953. Any member of the public may attend this meeting. Questions regarding this matter may be addressed to Eve-Franklin, Administrative Secretary, (510) 981-6102. The Board of Library Trustees may take action related to any subject listed on the agenda.

I. PRELIMINARY MATTERS

- A. Roll Call
- B. 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 January 4, 2023 Regular Meeting

From: Tess Mayer, Director of Library Services

Recommendation: Adopt the resolution to approve the minutes of the January 4, 2023 Regular Meeting of the Board of Library Trustees.

III. INFORMATION REPORTS

All items for discussion only and no final action.

A. Monthly Library Director's Report - Tess Mayer, Director of Library Services

IV. 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

V. ADJOURNMENT

This meeting will be conducted in accordance with the Brown Act, Government Code Section 54953. Any member of the public may attend this meeting. Questions regarding this matter may be addressed to Tess Mayer, 510-981-6195, tmayer@cityofberkeley.info.

Communications to Berkeley boards, commissions or committees are public record and will become part of the City's electronic records, which are accessible through the City's website. Please note: E-mail addresses, names, addresses, and other contact information are not required but, if included in any communication to a City board, commission, or committee, will become part of the public record. If you do not want your e-mail address or any other contact information to be made public, you may deliver communications via U.S. Postal Service or in person to the secretary of the relevant board, commission, or committee. If you do not want your contact information included in the public record, please do not include that information in your communication. Please contact the secretary to the relevant board, commission, or committee for further information.

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

COMMUNICATION ACCESS INFORMATION:



This meeting is being held in a wheelchair-accessible location. To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact the Disability Services specialist at 981-6418 (V) or 981-6347 (TDD) at least three business days before the meeting date. Please refrain from wearing scented products to this meeting.

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I hereby certify that the agenda for this regular/special meeting of the Board of Library Trustees was posted at the display case located near the walkway in front of the Maudelle Shirek Building, 2134 Martin Luther King Jr. Way and in front of the Central Public Library at 2090 Kittredge Street as well as on the Berkeley Public Library's website, on January 25, 2023.

Tess Mayer, Director of Library Services

Serving as Secretary to the Board of Library Trustees

Communications:

1/20/2023 Ming-Ling Li DC Information Sessions

1/19/2023 Mark Numainville, City Update - Return to In-Person Meetings

Clerk



MINUTES

Berkeley Public Library - Board of Library Trustees Regular Meeting Wednesday, January 4, 2023 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: 6:33 pm.

Present: Trustees Davenport, Greene, Roth and Selawsky.

Absent: Trustee Hahn.

Also Present: Jay Dickinson, Circulation Services Manager; Bill Kolb, Library Services Manager; My

Chan, Associate Human Resources Analyst; Aimee Reeder; Assoc. Management Analyst; Eve Franklin, Administrative Secretary; Heather Cummins, Supervising Librarian, Central Support Services; Brian Gavin, Building Maintenance Supervisor,

Facilities

B. Ceremonial Matters: none.

C. **Public Comments:** <u>0</u> 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 Davenport Wish everybody Happy New Year. I've enjoyed working with you all of this time, and look forward to the rest of my time this year.
- B. Trustee Roth Happy New Year, and hoping that we have a good year together.

II. CONSENT CALENDAR

Action: M/S/C Trustee Davenport / Trustee Selawsky to adopt resolution #R23-001 to approve the consent calendar as presented.

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

A. Approve Minutes of the December 7, 2022 Regular Meeting

From: Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the December 7, 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 #R23-002 to approve the minutes as

presented.

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

Abstentions: None.

B. Contract Amendment AMS.net

From: 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.

Financial Implications: see report

Contact: Alicia Abramson, Manager, Library Information Technology

Action: M/S/C Trustee Selawsky / Trustee Hahn to adopt resolution #R23-003 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.

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

III. ACTION CALENDAR

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

From: Administrative and Fiscal Services Manager

Recommendation: Amend the FY 2023 and FY 2024 approved Expenditures Budget for the Library Tax Fund by **\$259,016.05** in FY 2023 and **\$261,606.12** in 2024 to provide for a new position, a Program Manager II, that will support the Equity, Diversity, and Inclusion program at the Library.

Financial Implications: see report.

Contact: Nneka Gallaread, Administrative and Fiscal Services Manager

Action: M/S/C Trustee Selawsky / Trustee Roth to adopt resolution #R23-004 amending the FY 2023 and FY 2024 approved Expenditures Budget for the Library Tax Fund to provide for the addition of a new, position of an Equity, Diversity, and Inclusion Program Manager with a budget impact of \$259.016.05 for Salary and a benefits package (estimated at 70% of salary). The Director will have discussions with staff about the Senior Librarian position. The Senior Librarian position remains on the Library's position control.

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

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: No Action taken.

IV. INFORMATION CALENDAR

A. State of Facilities

From: Brian Gavin, Building Maintenance Supervisor

Action: Received (Attachment 1)

B. Central Support Unit

From: Heather Cummins, Supervising Librarian

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

V. AGENDA BUILDING

Next regular meeting will be held February 1, 2023.

VI. ADJOURNMENT

Trustee Davenport / Trustee Selawsky to adjourn the meeting.

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

Abstentions: None. Adjourned at 8:34 PM.

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

January 4, 2023 as approved by the Board of Library Trustees.

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

Attachments:

- 1. State of Facilities Presentation
- 2. Central Support Unit Presentation

Facilities Projects and Deferred Maintenance

Brian Gavin, Sr. Maintenance Supervisor Tess Mayer, Director of Library Services



January 4, 2023

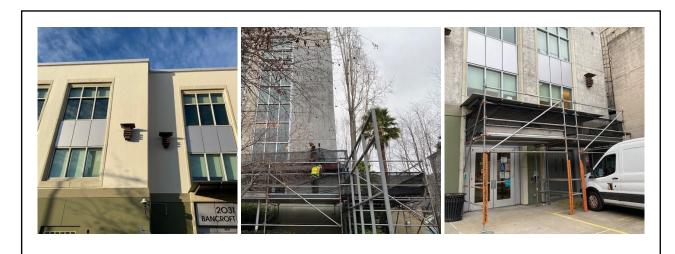
BERKELEY PUBLIC LIBRARY

DEDICATED TO SERVING THE PUBLIC

(FROM FY 2023 BUDGET PRESENTATION)

Major New and Continuing Projects:

Description	New/Continuing	Estimated Budget
☑ Central Library Stucco Restoration	Continuing	\$1.75 million (Library Tax Fund)
Central Library AC Units and Ducting Replacement	New	\$850,000 (Library Tax Fund)
Other Aging Physical Plant and Equipment, e.g., roof replacement	New	\$800,000 (Library Tax Fund)



Stucco Replacement



Teen Room Water Intrusion

Site	System/Equipment	Description	Deferred	F	Y 2022		FY 2023		FY 2024	FY 2025	- 1	FY 2026	FY 202	27 Comments
МВ	Teen Room	Teen Room water intrusion		\$	25,000.00	\$	100,000.00							Teen Room has a water leak that is approximately six years old. Needs repair now. Causing damage to floo
МВ	Stucco	Stucco replacement	10 years	\$	468,256.00	Ś	117,064.00							
МВ	Air Conditioning	McQuay A/C- 6 unit 150 Tons				\$	50,000.00	\$	400,000.00	\$ 50,000.00		-	-	Estimated
МВ	Air Conditioning	Carrier Package A/C- 4 and 2, Units 73 Tons Total	2 years			\$	20,000.00	\$	300,000.00	\$ 30,000.00		-	_	
МВ	Roofing Bancroft	Modified Bitumen Flat Roof	0-7 years				-			\$ 75,000.00	\$	125,000.00	-	Leaking
МВ	Roofing Kittredge	Modified Bitumen Flat Roof	0-7 years							\$ 112,500.00	\$	187,500.00		Leaking and bubbles
МВ	Kittredge A/C Ducting	A/C Ducting deteriorating	0-7 years			\$	20,000.00	\$	20,000.00	\$ 25,625.00	\$	109,375.00		Fragile
	Ford Transit Van	Trade in small transit van for larger transit van						Ś	40,000.00					Need to acquire a larger transit va for hauling furniture, charlie cart, materials and waste disposal
		Both patron and service elevators,												Aging elevators are requiring more maintenance to keep them runnin safely and reducing time out-of-
MB	Elevators	four in total Complete repainting				\$	43,750.00	\$	43,750.00	\$ 43,750.00	Ş	43,750.00		service Paint is mismatched in places and
МВ	Paint	of Central Branch				\$	50,000.00							overall looks worn
		Water damage to reading room ceiling												Water intrusion occurred when the roof failed during a heavy rain store
CL	Reading Room Ceiling	of Claremont Branch Replacement of stained, dirty and				\$	25,000.00							Roof has since been repaired Carpet in the community meeting
MB	CMR	damaged carpet				\$	20,000.00							room is overdue for replacement
МВ	Indoor Lighting	Upgrade all indoor lighting to safer and more energy efficient LEDs												Central Branch currently has a plethora of different light fixtures the require many different light bulbs Fixtures are old and bulbs and balla burn out prematurely

Thank you!



Tess Mayer Brian Gavin <u>bgavin@cityofberkeley.info</u> www.berkeleypubliclibrary.org





2021 Central Library Indoor Services Reboot

Central Support led the Library's Central Relaunch Task Team



Developed operational recommendations to optimize patron experiences and staff safety procedures



Central Support

Supervising Librarian

Teen Services Librarian

Library Specialist

Social Services Specialist





GO TEAM!

2022 Library-wide Events & Community Outreach

- · Collaborative teen programming
- · Asian Cultural Festival
- · Caltopia
- · Harvest Festival
- · Dia de los Muertos
- · 2023 Free Comic Book Day planning



2022 Library-wide Events & Community Outreach





Thank you BOLT

For your support in making the social services position happen!

Social Services at the Library

- Intradepartmental onboarding with HHCS
- · Community partners & meetings
- Trainings
- · Collaborative in reach
- · Individual patron care
- · Staff support system-wide



Social Services Specialist Role

- Consultation for staff regarding community resources, and best practices for working with vulnerable populations in crisis, making appropriate effective referrals to health and social service providers, and encouraging self-care.
- Essential duties include working one-on-one with patrons in crisis and assessing their needs, generating referrals to services related to basic needs, behavioral health, housing, benefits, medical care, employment, legal support, and more.

Connections & Partners

- Mental Health Clinical Supervisor, Health, Housing, and Community Services (HHCS) Department, Crisis Assessment and Triage and Transitional Outreach Teams
- Social Worker, San Francisco Public Library
- Older Adult Targeted Case Management Program & the Shelter Plus Care Program (HHCS)
- Site Manager & Executive Director, Village of Love Scared Rest Center
- Program Manager, North County Housing Resource Center (NCHRC), Bay Area Community Services (BACS)
- Community Services Specialist for Homeless Services (HHCS)

- Homeless Services Regional Coordinator, North County: Albany, Berkeley, Emeryville, Alameda County Health Care for the Homeless
- Program Manager, and his Berkeley health care teams, Lifelong Medical Care
- Homeless Services Coordinators, Neighborhood Services Homeless Out-reach Team, City of Berkeley
- Social Worker & Project Manager, Downtown Streets Team Berkeley
- Executive Director, and Claire McMahon, Services Coordinator, Women's Daytime Drop-In Center, Bridget Transition House
- · Executive Director, Dorothy Day House
- • Nurse, HHCS/ Public Health (Family Programs)
- Director, Public Health Division at the City of Berkeley
- Benefits & Senior Managing Attorneys at Homeless Action Center
- Community Engagement and Project Manager, Just Cities Institute

Ongoing Community Meetings

- North County Regional Coordination, Alameda County, local area service providers meeting
- City of Berkeley HIPAA check-in meeting with Senior Management Analyst & HIPAA Privacy Officer
- · CARE Team meeting, COB Fire Emergency
- · Non-Profit Roundtable, organized by Executive Director, Dorothy Day House
- · Core Outreach Team, Director of Programs, Dorothy Day House
- Homeless Response Round Table Meeting, Neighborhood Services of City of Berkeley (weekly)

Trainings

- Where to Begin: Coordinated Entry with Linking People to Shelter & Housing Resources (Alameda County Health

 County
- North County Regional Housing Coordination (Alameda County)
- Homeless Management Information System (HMIS)
 Access Training (Homeless Services Coordinator, of COB)
- Homelessness and "Housing First" (National Low-Income Housing Coalition, National Alliance to End Homelessness, and Center on Budget and Policy Priorities)
- Serious Mental Illness and Homelessness (Substance Abuse and Mental Health Services Administration (SAMHSA), an agency within the U.S. Department of Health and Human Services)
- A Librarians Guide to Homelessness (Ryan Dowd & Homeless and Housing Resource Center (HHRC))

- HIPAA Compliance training (COB Senior Management Analyst, HIPAA Privacy Officer, HHCS)
- Bystander and Microaggressions Trainings (CAIR)
- What Happens in the Brain During Trauma: Neurobiology of Trauma and Co-Regulation (Alameda County Behavioral Health Training Unit & Cypress Resilience Project)
- LGBTQIA+ 101 (X)
- Race Work with Dr. Watson (Berkeley Public Library)
- Ethics training (City of Berkeley)
- JobNow database (Brainfuse)
- California Advancing and Innovating Medi-Cal ACHCH;
 overview of CalAim, Enhanced Care Management & Community
 Supports program components (Alameda County)
- Adult-Focused Suicide Assessment & Intervention (Alameda County Behavioral Health)

North County Coordinated Entry System (CES)

CES is a system of care for individuals or families experiencing homelessness. It provides rapid re-housing and ongoing case management to assist in securing and maintaining safe, stable, permanent housing, or shelter.

Berkeley has two Housing Resource Centers (HRCs) / Access Points in Berkeley:

- Bay Area Community Services (BACS) Unhoused Adults Only
- Women's Daytime Drop-in Center Unhoused families Only

Individuals participating in the CES are required to "get doc ready" in order to be ready for housing. These documents are uploaded to the Alameda County's Homeless Management Information System (HMIS) database. The Library's social services specialist was trained to access the HMIS database, which confirms an individual's program enrollment, housing assessment status of patron clients, upload information, check identify, etc.

Library Outreach & Partnerships

HMIS Access

Stories of Support

- Fielding calls from staff serving patrons
 who expressed thoughts of wanting to do
 and have
- Resource flyers for patrons, community partners, and staff
- Helped patron get second in-take assessment for Coordinated Entry System to get officially on housing waiting list
- Helped patron file for California Victim Compensation Board application & referred them to the Library's inreach benefits attorney program
- Patron wanted to take a shower & wash their clothes. Social services specialist connected them with Dorothy Day House. She came back to the Library to report a positive experience and gratitude.
- Warming shelters at night



Teen Services – School Partnerships





Teen Services – School Partnerships





Teen Services – Events & Programs





Teen Services – Events & Programs







Questions? Reach out anytime to Central Support's supervising librarian, Heather Cummins, at 510-981-6124 or hcummins@cityofberkeley.info



INFORMATION REPORTS

February 1, 2023

To: Board of Library Trustees

From: Tess Mayer, Director of Library Services

Subject: Director's Report

COVID-19 Update

At present, the Governor's COVID-19 State of Emergency is still scheduled to end on February 28, 2023. At the time of this writing, the City of Berkeley COVID-19 leave program will stay in effect through 2/28/23.

City commissions received a communication from the City Clerk's office confirming that starting on March 1, 2023, all legislative bodies in the State of California must meet in-person. It is also noted per the communication that ad-hoc subcommittees of City commissions are *not* considered legislative bodies under the Brown Act. Subcommittees do not have noticing requirements and may continue to meet virtually.

In November 2022, the Library had three positive cases of COVID reported, all at the end of the month after the Thanksgiving holiday. In December, the staff at the Library reported a total of 5 positive cases, distributed throughout the month. The most recent case was reported on December 17. At the time of this writing, there were no cases reported after the Christmas and New Year's holidays, and in the month of January.

Recruitment

The Library currently has vacancies in the following positions:

- Sr. Librarian: pending recruitment
- Program Manager II (new): pending recruitment
- Mail Services Aide: pending recruitment
- Sr. Information Systems Specialist: pending interviews
- Library Specialist (1) in Circulation: pending interviews
- Library Specialist II in Reference due to internal promotion: pending interviews
- Library Assistant (3) in Circulation, Collections, Claremont: pending interviews
- Associate Management Analyst in Administrative Services: pending recruitment
- Tool Lending Specialist: pending recruitment
- Library Aides (3 in Circulation and 1 in Claremont): pending interviews
- Librarian I (Adult Reference): pending interviews

Special Storytime Series at Freight and Salvage

Congratulations to Children's Librarian Michael Kwende and the rest of the Berkeley Public Library storytime band, featuring staff members Donovan Russell (Claremont), Juan Castille (Tarea Hall Pittman South), and volunteer Mr. Tim.

The group cultivated community connections to establish a partnership at beloved downtown Berkeley musical venue, Freight and Salvage, where the group is performing a special musical storytime series for the Berkeley community. Community members turned out for the first of the 4-week series, despite the serious inclement weather conditions.



Programming

Each BPL location is coordinating displays in honor of African American History Month, including a temporary display of local black history panels from The Berkeley Historical Society at Tarea Hall Pittman South Branch. The West Branch will feature a music history talk on February 18, "All Your Favorite Music is (Probably) Black" by Mark Montgomery French, film composer, producer, and music historian.

Central Children's Services staff, led by Supervising Librarian, Elaine Tai, are coordinating BPL's second Lunar New Year Festival, to take place on January 21. Staff from around the library are invited to participate. Although the event is scheduled to take place outside on Kittredge, the activities will move indoors in the event of rain. The event will feature Leung's White Crane Lion Dancers, food, crafts, and more:

Current schedule:

1:30-2pm Storytime with author Oliver Chin

2pm Local Fan Dance Troupe

2:45pm Cal Lion Dancers

3:00pm Leung's White Crane Lion Dancers

North Branch is excited to bring back a very popular program during which children get to practice their reading skills with dogs! The series is scheduled to start in February.

CONTACT PERSON

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

Attachments: none