



BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

SPECIAL MEETING

AGENDA

This Meeting Will Be
Conducted Exclusively
Through Videoconference
and Teleconference

2

Wednesday, February 1, 2023

6:30 PM

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 (Limited to Agenda Items)

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 Board of Library Trustees

II. ACTION CALENDAR

A. Board of Library Trustees Discussion

From: Tess Mayer, Director of Library Services

Recommendation: Trustees will discuss and explore longer-term goals and opportunities for Board development.

III. 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

IV. 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 January 25, 2023.

//s//

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

**Communications:**

## **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.



# Summary of Responsibilities of Board of Library Trustees

(Excerpted from Bylaws)

## Library Governance/Board and Library

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. 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 (delegated to Director).
9. Serve on ad hoc committees when assigned and complete associated projects.
10. 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.

## Maintaining Awareness

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. 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.
4. 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.
5. Stay informed about BOLT and Library matters by reviewing all distributed minutes, reports, and documentation.
6. 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.
7. Stay current on developments and trends related to public libraries and, when possible, participate in library conferences, workshops, and educational undertakings.

### **Board and the Community**

1. Periodically visit the Library locations, Central and branches.
2. Serve as an advocate for the Library through formal and informal communication opportunities with the public, businesses, civic groups, and other organizations.
3. 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.
4. Communicate the mission, goals, needs, and other important information about the Library to the City of Berkeley and to the public.

### **Conduct and Ethics**

1. Act with honesty and integrity.
2. 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.
3. Keep confidential information confidential.
4. Exercise my authority as a trustee only when acting in a meeting with the full board or as I am delegated by the board.
5. Work with and respect the opinions of my peers who serve this board and leave my personal prejudices out of all board discussions.
6. Always act for the good of the organization and represent the interests of all people served by the organization.
7. Always represent this organization in a positive and supportive manner.



8. Observe the parliamentary procedures and display courteous conduct in all board and committee meetings.
9. Refrain from intruding on administrative issues that are the responsibility of management, except to monitor the results of the organization.
10. 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.
11. 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.
12. Abide by the board Bylaws.
13. 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.
14. 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.
15. 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."
16. Each trustee has the obligation to work cooperatively with other trustees and to build strong working relationships 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. During meetings, practice civility and decorum in discussions and debate, value each other's time, and preserve order and decorum.
17. Abide by and uphold BOLT's decisions.





# Mission Clarification Project Final Report

May 2020

CONFIDENTIAL



## **Table of Contents**

---

|                                                              |          |
|--------------------------------------------------------------|----------|
| <b>Mission Clarification Project Introduction</b>            | <b>3</b> |
| <b>Why Mission Is Important</b>                              | <b>4</b> |
| <b>Project Methodology</b>                                   | <b>5</b> |
| <b>Berkeley Public Library Recommended Mission Statement</b> | <b>7</b> |

### **Appendices**

Appendix 1: Mission Clarification Workshop presentation including survey results

## **Berkeley Public Library Mission Clarification Project Introduction**

---

Berkeley Public Library has been a treasured institution in the Berkeley community since 1893. One of the most heavily used libraries in California, the library is well-loved by your patrons and serves the community as a hub for many vital resources.

In a rapidly changing world, public libraries have been challenged to find new ways to serve their patrons and their communities. As the digital age transforms the information landscape, libraries must find ways to provide information that are equitable, accessible and relevant. As free places for people to gather become scarcer or disappear altogether, public libraries have become one the few public spaces providing shelter and a safe place for people to relax. Berkeley Public Library has embraced these challenges with innovative programs and services that meet the needs of your diverse and evolving community.

The Library is now preparing to search for a new Executive Director and to launch a strategic planning process. BuildingBlox Consulting (BBC) was honored to work with you to develop a clear and compelling mission to guide you as you move forward.

## Why Mission Is Important

Mission is the heart and soul of an organization. Mission brings clarity about the principles that guide operations, it steers you when you're faced with important decisions and it describes your vision for the future.

Mission drives strategy: it tells you **where** you want to go; strategy tells **how** to get there. Mission indicates which strategies are appropriate for you to pursue and which you should decline to undertake.

As you move forward with your strategic planning process, your mission statement will serve as your north star when establishing policies, choosing programs, defining operations, setting priorities and allocating resources.

Everything you do subsequently depends on the decisions you make about your mission. Clarity and alignment about mission is critical for your strategic success.

BBC believes the answers to the following questions will define your mission:

1. **Core Belief/Purpose:** What core belief inspires the Library? The core belief is not what you do or how you do it, but rather, why you do it. And the "flipside of the coin" is your purpose, your *raison d'être*.
2. **Values:** What fundamental principles guide how you operate? Values are not aspirational; they are the heart and soul of who you are as an organization. Values don't change for convenience sake. An organization would rather suffer adverse consequences than violate one of their values.
3. **Impact:** What impact do you want to have on both the individuals who use the Library and the broader Berkeley community?
4. **Vision:** Vision is forward looking, over the next five to ten years. What is the future you want to create? How will you better serve your patrons and the community? How will you be stronger as an organization?

**Berkeley Public Library identified the following areas to focus on over the next 5 years:**

- a. Enhancing patrons' experiences
  - b. Expanding the Library's reach
  - c. Expanding the love of reading
  - d. Increasing Berkeley's awareness of the Library's resources and services
  - e. Enhancing your community's safety and wellness
  - f. Fostering a positive organizational culture
5. **Primary Goal:** What is the Library's primary goal for the next five years? What single measurable goal will be the best proof of your success in realizing your vision?

These questions are all interconnected; no one subject fully describes the Berkeley Library's mission. Rather, your mission is found in the answers to all these questions. Combined, they are your North Star to help you navigate important strategic decisions.

## Project Methodology

The Mission Clarification project spanned the period from November 2019 through April 2020 and included the following:

### Phase 1: Start-Up and Research

During the Mission Clarification project, we worked to ensure that the proposed new mission statement reflected the wide range of points of view within the board and integrated the knowledge of selected BPL staff.

During Phase 1, BBC:

- Reviewed source material including:
  - BPL Collection Management Plan
  - BPL 2018 Annual Report
  - Executive Summary of BPL 2019 Community Survey
  - BPL 2015-2018 Strategic Plan
  - BPL 2020 Strategic Goals
  - Moss Adams' 2018 Organizational Assessment Report for BPL
  - American Library Association Strategic Directions 2017
  - Institute of Museum and Library Services Strategic Plan for 2018-2022
- Interviewed the Library Director
- Conducted one-on-one interviews with each of the 5 members of the Board of Library Trustees (BOLT).
- Conducted group interviews with 12 Joint Labor Management Team members
- Conducted an online survey of select staff and BOLT members. The survey containing closed-ended and open-ended questions designed to gain a richer understanding of BPL mission prior to the phase 2 work. The statements we tested in our survey came from our interviews, existing Berkeley Public Library documents, and other source materials from library associations and other libraries. 25 trustees and staff were invited to complete the survey. See the Appendix for a list of survey respondents.
- Summarized survey findings. See the appendix for the complete survey findings.
- Developed an agenda for the Mission Clarification Workshop using findings from phase 1 and input from Library Director, Elliot Warren and Board of Trustee President, John Selawsky .

**Phase 2: Mission Clarification Workshop** – Conducted a 3-hour workshop with BOLT and selected BPL staff.

- All trustees and some members of the BPL Joint Labor Management Team were invited to attend the workshop. Workshop Attendees included:

#### Staff

Aimee Reeder  
Dan Beringhele  
Elliot Warren  
Eve Franklin  
Jay Dickinson  
Jonathan Esmenjaud  
Rudy Tapia  
Susan Anderson

#### Trustees

Amy Roth  
Diane Davenport  
John Selawsky  
Judy J. Hunt  
Sophie Hahn

- Workshop attendees reviewed the findings from the interviews and survey and provided their feedback and suggestions for a draft BPL mission statement.

**Phase 3: Drafted Mission Statement**

- BBC used feedback from the Mission Clarification Workshop to draft your mission statement.
- BBC presented the draft mission statement and recommendations to the Library Director.
- BBC and the Library Director reviewed the draft and made revisions.

**Phase 4: Presentation of Mission Statement**

- BBC refined and completed the draft mission statement.
- BBC presented final draft of the mission statement to the BOLT at a meeting of the board.



## **Berkeley Public Library Recommended Mission Statement**

---

### **CORE BELIEF/PURPOSE**

Public libraries matter.

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.

### **VALUES**

1. Public Service: We are committed to serving the public; we value the power of people helping people.
2. Inclusivity: We welcome and treat everyone with dignity and respect. We are open to the expression of all beliefs.
3. Accessibility and Ease of Use: We are committed to free access to information; no one should be denied access because they cannot afford the cost of a book, a periodical or an online resource. We ensure that our patrons can use our services, collections and programs independently and easily.
4. Diversity: We believe that Berkeley's diversity is its strength (diverse ethnicities, religions, ages, gender identities, occupations, and abilities), and the Library is committed to meeting the needs of our evolving community.
5. Community: We value the power of people coming together.
6. Reading and Learning: We celebrate the joys of reading and lifelong learning.

### **IMPACT – On Individuals**

1. The Library opens people to new possibilities. The Library's staff and service approach help patrons find what they're looking for and discover new treasures.
2. Through our programs and services, library users experience personal growth, gain a sense of empowerment, and forge connections.
3. Patrons find that the Library is a peaceful place where they can relax, read, or just think.
4. People feel that the Library belongs to them and they have a right to be there.

### **IMPACT – On Community**

1. The Library contributes to a more inclusive and equitable society.
2. The Library fosters community by providing a meeting place for people and organizations.

## **VISION**

### **Enhance Patrons' Experiences**

1. The Library will provide state-of the-art, well-maintained facilities, amenities and infrastructure.
2. The Library will provide responsive customer service, whether it's high-touch personal assistance, self-checkout machines, or remote access.
3. The Library will maximize opportunities for staff to serve the community.
4. The Library will increase patrons' understanding and use of Library technology and resources.
5. The Library will enhance its services and public spaces to better serve people of diverse ethnicities, religions, ages, gender identities, occupations and abilities.

### **Expand Library's Reach**

1. More people will be aware of what we do, especially those who have experienced barriers to accessing the library, or didn't understand how the library might be useful to them or felt that libraries wouldn't welcome them.
2. People will become more aware of the range of our services and programs.

### **Expand Love of Reading**

The Library will bolster literacy of all kinds and expand love of reading and learning.

### **Enhance Safety and Wellness**

The Library will be safe, comfortable and welcoming to everyone including staff and those in our community who are experiencing life challenges.

### **Strengthen Collections and Programs**

1. The Library's collections and public programs will meet the ever-evolving needs of Berkeley's changing community. The Library will actively seek input from the community about the collections and programs.
2. The Library will continue updating our diverse collection of books, media, programs, and other resources.
3. The Library will become more effective and robust in evaluating public programs.
4. The Library will continue to evaluate its collection management plan, which is based on professional judgment by library staff and relevant information. We will continue to communicate the plan to staff, board, and the public.

### **Positive Organizational Culture**

1. We will celebrate our accomplishments.

2. The Library staff and trustees will be proud to be a part of the Berkeley Public Library.
3. We will improve our internal and external communications processes, making them more effective and transparent.
4. The Library staff and trustees will meet the diversity, equity and inclusion standards established by the Library.
5. The Library will be more collaborative internally and we will seek more collaborations with other institutions.

**PRIMARY GOAL**

The group decided not to identify a primary goal at this time. No doubt, through your strategic planning process, you will identify a number of measures of success. We recommend that you identify the one primary goal that most strongly indicates the Library's success in realizing your vision.





**Berkeley Public Library  
Board of Library Trustees Retreat  
February 1, 2023  
6:30pm – 8pm**

6:30 pm

**WELCOME**

- Welcome and get-present exercise:  
What motivated you to become a Library Trustee?
- Review and refine the purpose and desired outcomes for tonight's discussion

*From the 2/2/22 Board of Library Trustees Priority Setting Report: "Identify opportunities for the Board to explore its longer-term goals and opportunities for Board development. Explore the possibility of scheduling a Board retreat to support this work."*

6:45 pm

**TRUSTEE PERSPECTIVES**

- Briefly review content from BOLT bylaws
- Review of current organizational values (to be examined again during strategic planning process)
- What are three values, not necessarily organizational values, that you apply in your role as a Trustee?
- What do you consider to be your overused and underused strengths in doing this work?
- How can working relationships between Board members be cultivated and strengthened? Are there examples from prior leadership positions that could be helpful for future BOLT board development?

7:10 pm

**BOLT AND THE COMMUNITY**

- How do you envision the Trustees as Library ambassadors in the community?
- Is there an example from the past – either from your tenure or other's on BOLT – that you thought was an effective way for Trustees to be ambassadors for the library?
- What activities could the Board members participate in to raise awareness about the Library?
- For personal reflection beyond this meeting:
  - What do I enjoy and/or value most about Berkeley Public Library? How do I communicate that to my fellow residents?
  - What communities, groups and organizations in Berkeley am I active in and/or a trusted participant within? How can I leverage these relationships to promote the benefits and services of the public library to these communities?
  - What groups or organizations can I commit to reaching out to, this year?



**Berkeley Public Library  
Board of Library Trustees Retreat  
February 1, 2023  
6:30pm – 8pm**

- Other than BOLT monthly meetings, how do I learn about library happenings, collections, services and initiatives? Do I feel equipped to champion the staff's work, and if not, what could help me feel confident in this area?

7:30 pm

**BOLT DEVELOPMENT**

- What topics would you like to explore in more depth through a Board training or workshop?
- What conferences or meetings would you like to attend? For example, Urban Libraries Council annual events, California State Library events, Public Libraries Association conferences, library trustee focused events
- What is the most appropriate frequency for Board retreats and/or trainings?

7:55 pm

**REVIEW AND ADJOURN**