



BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

REGULAR MEETING

AGENDA

LOCATION

Wednesday, July 5, 2023

6:30 PM

West Branch
1125 University Avenue

Commission Members:

Amy Roth, President; Sophie Hahn, Vice President; Beverly Greene, John Selawsky

To submit an e-mail comment during the meeting to be read aloud during public comment, email BOLT@berkeleyca.gov 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.

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@berkeleyca.gov). 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 June 7, 2023 Regular Meeting

From: Tess Mayer, Director of Library Services

Recommendation: Adopt the resolution to approve the minutes of the June 7, 2023 Regular Meeting of the Board of Library Trustees.

B. Purchase Authorization in Excess of Director of Library Services' Granted Authority

From: Tess Mayer

Recommendation: Adopt a resolution authorizing the Director of Library Services to enter into fiscal year 2024 purchase agreements and approve payments to specified vendors for services encompassing utility, telephone and intranet/internet services, library materials, state taxes, professional services, and office supplies that may exceed the director's delegated spending authority of \$50,000 for services and \$100,000 for goods, materials, and equipment.

III. INFORMATION REPORTS

All items for discussion only and no final action.

- A. **Review Rules for Nominations for the Selection of Board President and Vice-President** – Tess Mayer, Director of Library Services
- B. **Board of Library Trustees Schedule FY2024** – Tess Mayer, Director of Library Services
The draft Board of Library Trustees (BOLT) annual calendar is submitted for Board review.
- C. **BOLT Recruitment Process Report Update** – Tess Mayer, Director of Library Services
Provide current status on the BOLT Trustee recruitment process.
- D. **Monthly Library Director’s Report (written)** – 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.

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 June 28, 2023.

//s//

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

Communications:

- 6/20/2023 Mark Stewart internet access via berkeley public library laptops
- 6/15/2023 Jenna Brotsky Labor item for July 5 meeting
- 6/15/2023 Susan Green Introduction from UCS



MINUTES
Berkeley Public Library - Board of Library Trustees Regular Meeting
Wednesday, June 7, 2023 6:30 PM

Board of Library Trustees:
Amy Roth, President Beverly Greene
Sophie Hahn, Vice President 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 Greene, Hahn, Roth and Selawsky.
Absent: None.
Also Present: Tess Mayer; Director of Library Services; Henry Bankhead, Deputy Director; Nneka Gallaread, Administrative and Fiscal Services Manager; Amanda Myers, Library Services Manager; Aimee Reeder, Associate Management Analyst; Shani Leonards; Supervising Librarian; Eve Franklin, Administrative Secretary.
Lyn Corbett, Principal, The Pivotal Consulting Group

- B. Public Comments:** 0 speakers.
C. Comments from Library Unions:
1. SEIU, LOCAL 1021 (Maintenance and Clerical Units) - 0 speakers
2. SEIU, LOCAL 1021 (Community Services and PTRLA Units) - 0 speakers
3. Public Employees Union, LOCAL 1 - 0 speakers
D. Comments from Board of Library Trustees - none

II. PRESENTATION CALENDAR

- A. Presentation: Strategic Planning Overview (oral report)**
Dr. Lyn Corbett, Principal, The Pivotal Consulting Group provided a report.

III. CONSENT CALENDAR

Action: M/S/C Trustee Hahn / Trustee Greene to adopt resolution #R23-023 to approve the consent calendar as presented.

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

- A. Approve Minutes of the May 3, 2023 Regular Meeting**

From: Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the May 3, 2023 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 Hahn / Trustee Greene to adopt resolution #R23-024 to approve the minutes of May 3, 2023 as presented.

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

B. Approve Minutes of the May 17, 2023 Special Meeting

From: Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the May 17, 2023 Special Meeting of the Board of Library Trustees as presented.

Financial Implications: None

Contact: Tess Mayer, Director of Library Services

Action: M/S/C Trustee Hahn / Trustee Greene to adopt resolution #R23-025 to approve the minutes of May 17, 2023 as presented.

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

C. Authorization to Close the Library on September 20, 2023

From: Tess Mayer

Recommendation: Adopt a resolution to authorize the closure of the Central Library and all branch libraries on Wednesday, September 20, 2023 to allow adequate time for participation in staff development.

Financial Implications: None

Contact: Tess Mayer, Director of Library Services

Action: M/S/C Trustee Hahn / Trustee Greene to adopt resolution #R23-026 to authorize the closure of the Central Library and all branch libraries on Wednesday, September 20, 2023 to allow adequate time for participation in staff development.

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

D. Authorization to Close the Central Library on Sunday, March 3, 2024, for Authors Dinner

From: Tess Mayer

Recommendation: Adopt the resolution approving the arrangements in preparation for the 21st annual Authors Dinner to be held on Sunday, March 3, 2024, at the Central Library.

Financial Implications: None

Contact: Tess Mayer, Director of Library Services

Action: M/S/C Trustee Hahn / Trustee Greene to adopt resolution #R23-027 to authorize the closure of the Central Library and all branch libraries on Wednesday, September 20, 2023 to allow adequate time for participation in staff development.

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

IV. ACTION CALENDAR

A. Board of Library Trustees Bylaws, Amend Bylaws to Establish Process When Recommended Candidate Cannot Serve

From: Tess Mayer, Director of Library Services

Recommendation:

1. Discuss and amend the Bylaws to reflect the agreed upon process.
2. Appointment of Nominating Subcommittee (if applicable). President Roth will appoint an ad-hoc subcommittee to lead the selection of candidates to interview with the Board of Library Trustees.
3. Approval of Recruitment Timeline and Materials (if applicable)
The Board will review the proposed timeline to reinstate the recruitment for the Board of Library Trustees vacancy created with the conclusion of Trustee Davenport's second term.

Action: M/S/C Trustee Hahn / Trustee Roth to adopt resolution #R23-028 to:

1. Continue the question of amending the Bylaws to the July 5, 2023 meeting;
2. Enable President Roth to appoint an ad-hoc subcommittee to lead the selection of candidates to interview with the Board of Library Trustees; President Roth appoints herself and Vice President Hahn to ad-hoc subcommittee.
3. Adopt Process B as referenced in "BOLT Recruitment Process Report" Action Calendar item A, presented at June 7, 2023 meeting: "Board of Library Trustees Bylaws, Amend Bylaws to Establish Process When Recommended Candidate Cannot Serve"

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

B. Mid-Biennial Budget Adjustments for FY 2024

From: Nneka Gallaread, Administrative and Fiscal Services Manager

Recommendation: Adopt the resolution approving the proposed adjustments to the FY 2024

Contact: Nneka Gallaread, Administrative and Fiscal Services Manager

Action: M/S/C Trustee Hahn / Trustee Selawsky to adopt resolution #R23-029 to approve proposed adjustments to the FY 2024.

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

V. INFORMATION CALENDAR

A. Claremont Branch Staff Report – Shani Leonards, Supervising Librarian

From: Shani Leonards, Supervising Librarian

Action: Received

Staff provided a video presentation.

Trustee Hahn left the meeting at 8:19 PM.

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

From: Tess Mayer, Director of Library Services

Action: Received

VI. AGENDA BUILDING

The next regular meeting will be held July 5, 2023.

- Bylaws
- Information Report on the process for selecting President and Vice President
- Calendar of Board Items
- Staff Report

VII. ADJOURNMENT

Trustee Greene / Trustee Roth to adjourn the meeting.

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

Adjourned at 8:31 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of June 7, 2023 as approved by the Board of Library Trustees.

//s// _____

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

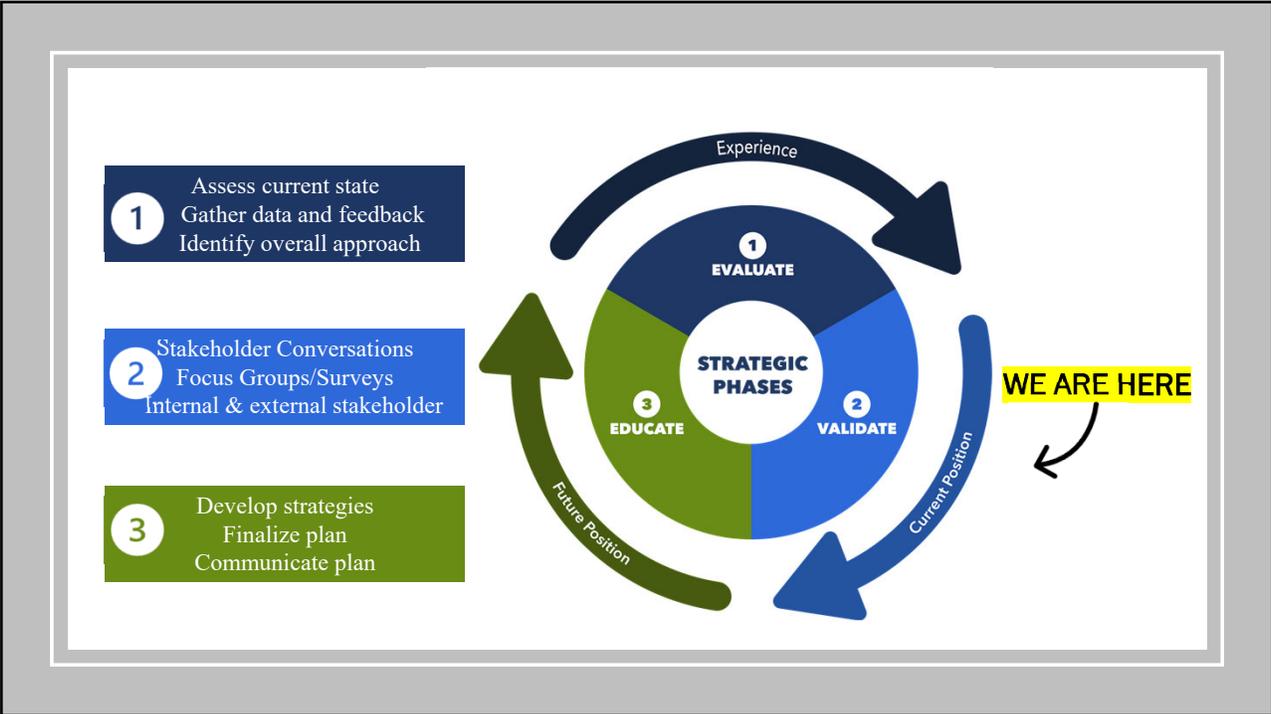
Attachments:

1. Presentation: Strategic Planning Overview



STRATEGIC PLANNING PROGRESS

Board of Trustees
June 7, 2023



Activities To Date

Steering Committee

- Monthly meeting to workshop planning (3 so far)
- Internal guiding team

Conversations with Teams

- All Staff Strategic Planning Meeting (1st done, 2nd in progress)
- Staff focus group at each branch (in-progress)

Individual Interviews

- Board of Trustees, BPL Foundation, Branch Supervisors
- City Manager, BP High School
- City Council, School Board (in-progress)

Focus Groups

- Community business & orgs: educational, arts, disabilities, social services, economic development, advocacy (in-progress)
- Branch open Community Conversation (in-progress)
- Community Feedback Forms

Surveys

- Berkeley High School
- Landing Page for library website
- Community Survey (development in-progress)

**Join The Conversation:
Strategic Planning**

What do you love? What would you change? What would you need?

The Berkeley Public Library has launched a strategic planning initiative to better serve community needs as we look to the future.

We want to know what you think and welcome all community input! Let us know your views through this survey.

[Begin Survey](#)



CONSENT CALENDAR

July 5, 2023

To: Board of Library Trustees

From: Tess Mayer, Director of Library Services

Subject: Fiscal Year 2024 Purchase Authorization in Excess of Director of Library Services' Granted Authority

RECOMMENDATION

Adopt the resolution authorizing the Director of Library Services to enter into fiscal year 2024 purchase agreements and approve payments to specified vendors for services encompassing utility, telephone and intranet/internet services, library materials, state taxes, professional services, and office supplies that may exceed the director's delegated spending authority of \$50,000 for services and \$100,000 for goods, materials, and equipment.

FISCAL IMPACT

The projected costs of these expenditures for these vendors are provisioned for in the Biennial Budget update for fiscal year 2024 adopted by the Board of Library Trustees on June 7, 2023 by BOLT Resolution No.: R23-029.

BACKGROUND

With passage of BOLT Resolution No.: 08-56, the Board of Library Trustees on June 10, 2008 authorized the Director of Library Services to enter into purchase agreements for services up to \$50,000; and, with passage of BOLT Resolution No.: 09-94, the Board of Library Trustees on October 14, 2009 authorized the Director of Library Services to enter into purchase agreements for goods, materials, and equipment up to \$100,000.

On June 7, 2023, the board approved BOLT Resolution No.: R23-029 adopting the FY 2024 Budget update, which included funds for services, goods, materials and equipment.

CURRENT SITUATION

Commencing July 1, 2023, the Library will begin processing fiscal year 2024 purchase requisitions for services, goods, materials, and equipment to support Library operations. Using fiscal year-to-date 2023 and prior years' expenditure levels as a guide, purchases with several vendors may exceed the purchasing authority delegated to the Director of Library Services by the Board of Library Trustees. See Attachment 2 to this report for purchase expenses recorded up to June 15, 2023 in excess \$10,000: vendors associated with a contract number were individually presented before the board for authorization; items not associated with a contract number are presented in attached for authorization as a group as per the Resolution presented herein for consideration.

Under current rules, the director must receive board approval for any purchase in excess of the authorized spending limit for any vendor once that vendor's cumulative fiscal year purchases exceed the authorized spending limit; and of which can be satisfied by either the execution of a contract or a consolidated authorization as pursuant to this request.

ALTERNATIVE ACTIONS

The alternative considered is to enter into initial purchase agreements not to exceed the director's spending authority and return to the board per purchase once cumulative purchases exceed the granted authority. It is the Administrative and Fiscal Services Manager's recommendation that the Director of Library Services be granted increased spending authority for the specified vendors – per Attachment 2– during FY 2024. This request is consistent with recognized best practices for purchasing procedures and adheres to the City's purchasing policy.

FUTURE ACTION

No future action is necessary.

CONTACT PERSON

Tess Mayer, Director of Library Services, 981-6195

Attachments

1. Resolution
2. FY 2024: Vendor Purchased Values > \$10k to 15JUN23 (*for FY 2024 Eligible Vendors*)

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: 23-___

**PURCHASE AUTHORIZATION FOR SELECTED VENDORS IN EXCESS OF
DIRECTOR OF LIBRARY SERVICES' GRANTED AUTHORITY FOR FISCAL YEAR 2024 PER ATTACHMENT 2**

WHEREAS, the Board of Library Trustees on June 10, 2008 passed Resolution No.: 08-56 authorizing the Director of Library Services to enter into purchase orders for services up to \$50,000; and

WHEREAS, the Board of Library Trustees on October 14, 2009 passed Resolution No.: 09-94 authorizing the Director of Library Services to enter into purchase orders for goods, materials, and equipment up to \$100,000; and

WHEREAS, the Board of Library Trustees on June 7, 2023 passed Resolution No.: R23-029 adopting the Budget for all Library Funds' revenues and expenditures for fiscal year 2024; and

WHEREAS, the Berkeley Public Library purchases services, goods, materials and equipment in accordance with the adopted budget and in conformance with purchasing policies and practices of the City of Berkeley.

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley authorizes the Director of Library Services to execute fiscal year 2023 purchase agreements and payment approvals for the specified vendors as named per Attachment 2 for services, materials, and supplies that may exceed the delegated spending authority.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on July 5, 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Amy Roth, Chairperson

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

FY 2024: Vendor Purchased Values > \$10k to 15JUN23 (for FY 2024 Eligible Vendors)

Vendor	Vendor Name	Funding Source			Grand Total
		101	103	104	
2224	BAKER & TAYLOR, INC.	\$ 580,000.00			\$ 580,000.00
27170	OVERDRIVE, INC	\$ 575,000.00			\$ 575,000.00
7887	PACIFIC GAS & ELECTRIC	\$ 360,000.00			\$ 360,000.00
17128	MIDWEST TAPE	\$ 315,000.00			\$ 315,000.00
13151	EBSCO INFORMATION SERVICES	\$ 80,000.00			\$ 80,000.00
22588	CALIFA GROUP	\$ 73,000.00			\$ 73,000.00
8859	DELL MARKETING LP	\$ 42,000.00			\$ 42,000.00
7501	EBMUD	\$ 40,000.00			\$ 40,000.00
26277	PACIFIC LIBRARY PARTNERSHIP	\$ 33,200.00			\$ 33,200.00
18235	BLAISDELL'S BUSINESS PRODUCTS	\$ 30,000.00			\$ 30,000.00
25947	AMAZON.COM-LIBRARY	\$ 22,000.00		\$ 5,300.00	\$ 27,300.00
21636	T-MOBILE USA	\$ 8,000.00	\$ 3,500.00		\$ 15,000.00
53437	WATSON, LORI A.	\$ 26,350.00			\$ 26,350.00
24099	PEGASUS BOOKS	\$ 2,000.00		\$ 23,000.00	\$ 25,000.00
24691	B&H PHOTO	\$ 24,000.00			\$ 24,000.00
2020	INGRAM LIBRARY SERVICES LLC	\$ 22,000.00			\$ 22,000.00
22038	AT&T	\$ 21,000.00			\$ 21,000.00
2156	DEMCO INC	\$ 17,700.00			\$ 2,500.00
26329	GOVCONNECTION	\$ 20,000.00			\$ 20,000.00
17633	HOME DEPOT, INC	\$ 19,800.00			\$ 19,800.00
28884	BRIDGEALL LIBRARIES LIMITED	\$ 17,680.00			\$ 17,680.00
27918	CENGAGE LEARNING INC	\$ 17,200.00			\$ 17,200.00
945	SAN LEANDRO ELECTRIC	\$ 14,800.00			\$ 14,800.00
15841	LECTORUM PUBLICATIONS, INC.	\$ 13,600.00		\$ 500.00	\$ 14,100.00
30583	UNITY COURIER SERVICE INC	\$ 14,000.00			\$ 14,000.00
22930	NEWSBANK, INC.	\$ 13,300.00			\$ 13,300.00
289	GRAINGER INDUSTRIAL SUPPLY	\$ 12,400.00			\$ 12,400.00
21648	YSERCO, INC.	\$ 12,214.96			\$ 12,214.96
19905	ULINE	\$ 12,000.00			\$ 12,000.00
26825	STUART'S CLEAR CHOICE	\$ 11,004.00			\$ 11,004.00
53548	RIGHT TO BE	\$ 10,380.00			\$ 10,380.00
21288	SCHOLASTIC INC.	\$ 1,200.00		\$ 9,000.00	\$ 10,200.00



INFORMATION REPORTS

July 5, 2023

To: Board of Library Trustees
From: Tess Mayer, Director of Library Services
Subject: Review Rules for Nominations for the Selection of Board President and Vice-President

INTRODUCTION

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

FISCAL IMPACTS OF RECOMMENDATION

This report will have no fiscal impacts.

BACKGROUND

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

CURRENT SITUATION AND ITS EFFECTS

Regular President and Vice-President elections occurred on November 2, 2022. Trustee Roth was elected President and Trustee Hahn Vice-President, to serve through the time of the next election in November 2023 or until a successor is elected.

Process

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

At the September BOLT meeting, nominations shall be agendized as an Action item. Trustees may nominate themselves or other Trustees for consideration for either or both Offices. Nominations require a motion, but no second, and may be declined by the nominee. Nominations taken "from the floor" allow all of the Trustees the opportunity to nominate others as well as themselves.

At the October BOLT meeting, the Election of a President and Vice President shall be agendized as two separate Action Items, with the office of President to be voted upon first. All Trustees accepting nomination for each office at the September meeting shall be listed. A duly nominated Trustee may be listed for either or both offices but may only be elected to one. The presiding officer shall call for any additional nominations (which may be declined) or declinations as the election for each office is taken up and, after closing nominations, shall allow each nominee an equal opportunity to speak on behalf of their own candidacy. Nominees may then be discussed by the full BOLT membership, after which the presiding officer shall call for a public roll-call vote for that office. Should a Trustee nominated to both the offices of President and Vice President be elected as President, their nomination for the office of Vice President shall be nullified. The results of each vote shall be publicly announced and recorded in the minutes.

In the event no President or Vice President is elected on the first round at the October meeting, the presiding officer may call for additional rounds of nominations, speaking, discussion and voting at the same

meeting until the office is filled, or may postpone the election for that office to the next regular meeting, at which time the same procedures for nominations, speaking, discussion and voting shall be followed.

The election of officers is a public process, with the vote announced at the conclusion of voting. The one-year term will commence November 4, 2023.

FUTURE ACTION

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

CONTACT PERSON

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



INFORMATION REPORTS

July 5, 2023

To: Board of Library Trustees
From: Tess Mayer, Director of Library Services
Subject: Board of Library Trustees Schedule FY2024

INTRODUCTION

The draft Board of Library Trustees (BOLT) annual calendar is submitted for Board review.

FISCAL IMPACTS OF RECOMMENDATION

This report will have no fiscal impacts.

BACKGROUND

When BOLT engaged in priority setting work in 2022, one of the action items included establishing a master calendar for the year. Although library staff had mechanisms for tracking and scheduling topics internally, the Board did not have a working document to see the schedule for the year.

CURRENT SITUATION AND ITS EFFECTS

Library staff is developing a schedule for FY2024. This schedule is informed by both Board and staff feedback, and needs to include both regularly scheduled, annual reports as well as allow for flexibility around emergent projects.

FUTURE ACTION

The attached schedule is a draft and will be updated to reflect more detail.

CONTACT PERSON

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

Attachments:

1. Draft BOLT Schedule FY2024

July 5, 2023

<i>Location:</i>	West Branch
<i>Consent or Action Calendar:</i>	<ul style="list-style-type: none"> • Purchase Authorization in Excess of DOLS Granted Authority
<i>Information Reports:</i>	<ul style="list-style-type: none"> • Review Election Rules for President & Vice-President • BOLT Schedule FY24

September 6, 2023

<i>Location:</i>	West Branch
<i>Consent or Action Calendar:</i>	<ul style="list-style-type: none"> • Possible trustee interviews • Nominations for President and Vice-President • Annual Gift Report to City Council • Budget Update -4th Quarter • Bylaws amendments • Storyroom Construction RFP • Technology Roadmap RFP
<i>Information Reports:</i>	<ul style="list-style-type: none"> • Staff Report – State of the Collection • Staff Report – Summer Reading recap

August 2023

Date: No scheduled Meeting

Location:

Consent or Action Calendar:

Information Reports:

October 4, 2023

<i>Location:</i>	Tarea Hall Pittman South Branch
<i>Consent or Action Calendar:</i>	<ul style="list-style-type: none"> • Policy Update • 2024 All Staff Mtgs - Library Late Opening • 2024 Library Holidays • 2024 BOLT Meeting Schedule
<i>Information Reports:</i>	<ul style="list-style-type: none"> • Staff Report – THPS or Teen Services • Strategic planning update

November 1, 2023

January 2024

Date: TBA

<i>Location:</i>	West Branch
<i>Consent or Action Calendar:</i>	<ul style="list-style-type: none"> • Policy Update • Library Staffing Update
<i>Information Reports:</i>	<ul style="list-style-type: none"> • Staff Reports – THPS or Teen Children’s Services or Adult Services

<i>Location:</i>	West Branch
<i>Consent or Action Calendar:</i>	<ul style="list-style-type: none"> • Policy Update • Foundation Lease • Friends Lease • State of the Physical Plant
<i>Information Reports:</i>	<ul style="list-style-type: none"> • Staff Reports – Literacy • Strategic planning update

December 6, 2023

February 2024

Date: TBA

<i>Location:</i>	North Branch
<i>Consent or Action Calendar:</i>	<ul style="list-style-type: none"> • Policy Update • Begin Trustee Recruitment to replace Selawsky • Budget Update - 1st Quarter
<i>Information Reports:</i>	<ul style="list-style-type: none"> • Staff Reports – North Branch report • Library annual report

<i>Location:</i>	West Branch
<i>Consent or Action Calendar:</i>	<ul style="list-style-type: none"> • Policy Update
<i>Information Reports:</i>	<ul style="list-style-type: none"> • Staff Reports – Central Support Services

March 2024

Date: **TBA**

<i>Location:</i>	West Branch
<i>Consent or Action Calendar:</i>	<ul style="list-style-type: none">• Policy Update• Budget Update -2nd Quarter• 1st Look at proposed Biennial Budget
<i>Information Reports:</i>	<ul style="list-style-type: none">• Staff Reports – Circulation Services

May 2024

Date: **TBA**

<i>Location:</i>	West Branch
<i>Consent or Action Calendar:</i>	<ul style="list-style-type: none">• Policy Update• Biennial Budget Approval• Library Tax Rate Approval
<i>Information Reports:</i>	<ul style="list-style-type: none">• Staff Reports – Racial Justice Advisory Group

April 2024

Date: **TBA**

<i>Location:</i>	West Branch
<i>Consent or Action Calendar:</i>	<ul style="list-style-type: none">• Policy Update• 2nd Look at proposed Biennial Budget•
<i>Information Reports:</i>	<ul style="list-style-type: none">• Staff Reports – West Branch report• Information Technology report

June 2024

Date: **TBA**

<i>Location:</i>	Claremont Branch
<i>Consent or Action Calendar:</i>	<ul style="list-style-type: none">• Budget Update – 3rd quarter• Policy Update
<i>Information Reports:</i>	<ul style="list-style-type: none">• Staff Reports – Claremont Branch report



INFORMATION CALENDAR

July 5, 2023

To: Board of Library Trustees
From: Tess Mayer, Director of Library Services
Subject: BOLT Recruitment Process Report Update

INTRODUCTION

Provide current status on the BOLT Trustee recruitment process.

FISCAL IMPACTS OF RECOMMENDATION

There is no fiscal impact from this report.

BACKGROUND

The Board of Library Trustees (BOLT) consists of five members appointed by the City Council upon recommendation of the Board of Library Trustees. Board members are appointed for terms of four years, shall not serve more than eight consecutive years, serve without compensation, and must be Berkeley residents.

Trustee Davenport's term ended on May 15, 2023. To ensure a replacement would be selected and confirmed by City Council in as timely a way as possible, the process to fill this vacancy began on March 3, 2023.

Applications were accepted from March 3 through April 17, 2023.

The Library received and reviewed 25 applications for the vacancy. An ad hoc subcommittee consisting of Trustee Davenport, President Roth, and Director Mayer (serving as Secretary to the Board), was appointed at the April 19 regular BOLT meeting to review applications and select candidates to interview. Per the Board of Library Trustees Nomination Policy, the subcommittee reviewed each application based on the applicant's submitted information, and identified nominees that met 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, will be a resource for collaboration and partnerships on behalf of the Library, and meet the criteria as described in the BOLT Selection Criteria Summary.

The ad hoc subcommittee recommended six candidates for BOLT to interview. Five of those invited agreed to participate; one declined.

The interviews of the five recommended candidates took place at the regular Board of Library Trustees meeting on May 3, 2023. Following the interviews, BOLT engaged in an informal discussion of the candidates. There was a motion to recommend Lupe Gallegos-Diaz, and a vote on the motion. The motion carried.

BOLT referred the recommendation to City Council to be included on the June 6, 2023 agenda.

Director Mayer was informed by the City Clerk's Office that there was a concern with the recommendation that related to the candidate's eligibility for service under Section 9.5 of the Berkeley City Charter. For this reason, Director Mayer needed to withdraw the recommendation pending further resolution and advisement from the City Attorney's Office.

Under Section 9.5.(b)(3)(iv) of the Berkeley City Charter, “Independent Redistricting Commission,” relating to “Qualifications and eligibility”:

(iv) No person, within two years after the termination of their service on the Commission, will be eligible for employment as a paid staff member for the Mayor or any Councilmember or to serve on a City of Berkeley board or commission.

BOLT’s recommended candidate, Lupe Gallegos-Diaz, served on the City’s Redistricting Committee from 2021-2022. According to this requirement, Gallegos-Diaz is not eligible to serve on the Board of Library Trustees until April 2024.

The City Attorney’s Office has reviewed and established that this is the correct interpretation and application of this language.

It was also determined by the City Attorney’s Office that Gallegos-Diaz’s appointment to the Board may not be delayed for one year.

At the June 7 Board meeting, Trustees Hahn, Greene, Roth and Selawsky discussed how to proceed with the current vacancy.

The BOLT Bylaws do not explicitly address what occurs in the event that someone is selected by BOLT and is unable to serve. For this reason, it was necessary for the Board to take action to delineate the process. If this did not occur, the process would default to the existing process enumerated for new vacancies in the BOLT Vacancies Policy.

The recommendation was to amend the BOLT Bylaws to clarify the process when this occurs. Amendments to the 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. This Action Item was placed on the June 7 meeting agenda. Due to the complexity of the situation, the Trustees decided to postpone the amendment of the Bylaws to and focus on the situation at hand.

A motion to follow the following process carried at the June 7 BOLT meeting:

Process:

- The President appoints a new nomination subcommittee
- Staff sends a letter to all current applicants (or a specific subset) and asks if they would like to be considered again, due to the change in the original recommendation
- The new Subcommittee reviews the applicants still in the pool, and either:
 - Recommends up to five for consideration by the full board - OR -
 - Recommends that a new process be initiated, that would allow both past applicants, and new applicants, to participate
- On the basis of the recommendation by the subcommittee, the staff either coordinates interviews for the next possible BOLT meeting, or reinitiates the recruitment process, as summarized in Process A

Additionally, President Roth appointed a new ad hoc subcommittee including herself and Vice President Hahn.

CURRENT SITUATION AND ITS EFFECTS

President Roth, Vice President Hahn, and Secretary Mayer met on Wednesday June 21, 2023 and determined that staff would send an inquiry to all current applicants, inquiring as to whether they still want to be considered for the current vacancy. Then, the subcommittee would review the applications of those

expressing continued interest and recommend to BOLT candidates to interview at the September 6 BOLT meeting.

The City Council is on Summer Recess from July 26 through September 11, 2023. The last date to submit items to the City Council for consideration on the July 25 agenda, the last meeting before recess, is July 3. The next regular BOLT meeting is July 5. Given this timing constraint, the subcommittee recommended that a special BOLT meeting be held later in July that would allow for candidates to be interviewed. This way, BOLT would be ready to submit a recommendation to the City Council at the earliest possible time in September.

After canvassing the Board members with respect to availability, a special meeting will *not* be added in July in order to ensure that all Trustees are able to participate. The interviews will instead be scheduled for the next regular BOLT meeting on September 6, or potentially late August.

In response to a request by Councilmember and Vice President Hahn, the City Clerk's Office has confirmed that they will update the Commissioner Application Form used by City commissions to ensure that there is a disclaimer that addresses the issue of people having served on the Redistricting Commission within the past two years not being eligible to serve on other City boards and commissions.

CONTACT PERSON

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



INFORMATION REPORTS

July 5, 2023

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

Recruitment

The Library currently has vacancies in the following positions:

- Sr. Librarian: pending recruitment
- Program Manager II (new): pending background check
- Library Assistant (2): Circulation, due to internal promotions: pending recruitment
- Library Aide at West: pending background check
- Library Aide at THPS, due to internal promotion
- Library Aide at Claremont, due to internal promotion
- Information System Specialist (2): pending interviews

At the time of this writing, the Library has a total of 9 vacancies out of 144 positions (6% vacancy rate), down from 40 vacancies (that included 5 new positions) in December 2021. A number of the vacancies above are pending background checks and will be considered "filled" soon.

Juneteenth Outreach





Supervising Librarian Heather Cummins coordinated a team of eight BPL staff members to attend Berkeley's Juneteenth festival in South Berkeley, along the Alcatraz-Adeline corridor, organized by the Berkeley Juneteenth organization. Staff provided give-away books that had been selected for the event by staff, and participated in a number of ways including offering a storytime. Library staff has hoped to attend this event in the past and this was the first time (in recent years) that they were able to do to Covid and staffing levels. It was a wonderful opportunity to engage with the community about the library and learn more about community interests as well as offer information about the library.

Lunch at the Library



Library staff has been providing Lunch at the Library three days a week at the Central Library every Tuesday, Wednesday, and Thursday through August 10. Lunch at the Library is a California State Library grant program that allows libraries to participate as free meal sites. The partnership with Berkeley Unified School District allows the library to provide free meals to youth 0-18 years old, that are provided by the School District. BUSD is then reimbursed for those meals through the federal National School Lunch Program and School Breakfast Program. This wonderful program allows for children's nutritional needs to be met and participate in fun and interactive programming. Congratulations to Supervising Librarian Elaine Tai for

playing a leadership role in applying for the grant and coordinating the program. A team of staff from across departments is assisting with staffing the program.

Honoring Jim Jacobs

In acknowledgement of the recent passing of James Henry Jacobs, Jr., Berkeley's First African-American Librarian, Councilmember and BOLT Vice President Hahn and BPL Communications Analyst Aimee Reeder coordinated the adjournment of the June 13 City Council meeting in his memory. Reeder coordinated the participation of Mr. Jacobs' family participation with Hannah Aguero, a family member. Friends and loved ones attended in person and online. Two BPL staff members gave very moving remarks in recognition of the impact that Mr. Jacobs had in the community. Last year, the BPL Racial Justice Advisory Group had coordinated to have the Mayor make a proclamation in Mr. Jacobs' name, honoring his significant contributions. Mr. Jacobs is credited with starting the summer reading program, as well as desegregating the Library's collection. His impact went far beyond his professional life as he inspired people in many ways throughout his lifetime.



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Attachments: none.