



MINUTES
Berkeley Public Library - Board of Library Trustees Regular Meeting
Wednesday, September 6, 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:** 6:30 pm.
Present: Trustees Greene, Roth and Selawsky.
Trustee Hahn arrived at 7:09.
Absent: None.
Also Present: Tess Mayer; Director of Library Services; Henry Bankhead, Deputy Director; Nneka Gallaread, Admin and Fiscal Services Manager; Bill Kolb, Library Services Manager; Alicia Abramson, Manager, Library Information Technology; Bae Smith, Supervising Librarian, Collection Services; Aimee Reeder, Associate Management Analyst; Eve Franklin, Administrative Secretary.
- B. Public Comments:** 1 speaker
- C. Comments from Library Unions:**
1. SEIU, LOCAL 1021 (Community Services and PTRLA Units) – 2 speakers
2. SEIU, LOCAL 1021 (Maintenance and Clerical Units) – 0 speakers
3. Public Employees Union, LOCAL 1 – 0 speakers
- D. Comments from Board of Library Trustees – none.**

II. CONSENT CALENDAR

Action: M/S/C Trustee Selawsky / Trustee Greene to adopt resolution #R23-033 to approve the consent calendar with corrections to the Minutes.

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

A. Approve Minutes of the July 5, 2023 Regular Meeting

From: Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the July 5, 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 Selawsky / Trustee Greene to adopt resolution #R23-034 to approve the minutes of July 5, 2023 with corrections.

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

B. Amendment to Purchase Authority for the Director

From: Director of Library Services

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.

Financial Implications: see report

Contact: Tess Mayer, Director of Library Services

Action: M/S/C Trustee Selawsky / Trustee Greene to Adopt a resolution #R23-035 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.

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

Abstentions: None.

C. Request for Proposal - Technology Roadmap

From: Henry Bankhead, Deputy Director

Recommendation: Approve the attached draft Request for Proposal to engage a consultant to produce a Library Technology Roadmap for the Berkeley Public Library.

Contact: Tess Mayer, Director of Library Services

Action: M/S/C Trustee Selawsky / Trustee Greene to Adopt a resolution #R23-036 to approve the attached draft Request for Proposal to engage a consultant to produce a Library Technology Roadmap for the Berkeley Public Library.

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

Abstentions: None.

D. Contract Amendment: No. 119062-1, Java Connections, LLC (dba LaptopsAnytime)

From: Alicia Abramson

Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 119062-1 with Java Connections, LLC (dba LaptopsAnytime) to provide for an increase of \$112,091.66 from \$163,480, thereby increasing the Contract's allowable not-to-exceed amount to \$275,571.66, and, to extend the term of the Contract to April 30, 2027.

Contact: Tess Mayer, Director of Library Services

Action: M/S/C Trustee Selawsky / Trustee Greene to Adopt a resolution #R23-037 authorizing the Director of Library Services to amend Contract No. 119062-1 with Java Connections, LLC (dba LaptopsAnytime) to provide for an increase of \$112,091.66 from \$163,480, thereby increasing the Contract's allowable not-to-exceed amount to \$275,571.66, and, to extend the term of the Contract to April 30, 2027.

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

Abstentions: None.

III. ACTION CALENDAR

A. Nominations for the Selection of Board President and Vice-President

From: Tess Mayer, Director of Library Services

Recommendation: Each year the Board of Library Trustees elects Officers for a one-year term. Following discussion, the Board will nominate Trustees to sit as President and Vice-President, for the term commencing November 2, 2023, for a one-year term. Election of Officers will take place at the October meeting.

Trustee Selawsky nominated Amy Roth as President and Beverly Greene as Vice President.

IV. INFORMATION CALENDAR

Trustee Hahn arrived at 7:09pm

A. Oral Staff Report – State of the Collection

From: Bae Smith, Supervising Librarian, Collections

Action: Received

B. Budget Update – 4th Quarter

From: Nneka Gallaread, Admin and Fiscal Services Manager

Action: Received

C. BOLT Recruitment Process Report Update – Tess Mayer, Director of Library Services

From: Tess Mayer, Director of Library Services

Action: Received

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

From: Tess Mayer, Director of Library Services

Action: Received

V. AGENDA BUILDING

The next regular meeting will be held October 4, 2023.

1. Social Worker Presentation
2. Summer Reading and Lunch at the Library Report

VI. ADJOURNMENT

Trustee Green / Trustee Selawsky to adjourn the meeting.

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

Adjourned at 8 22 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of September 6, 2023 as approved by the Board of Library Trustees.

//s// _____

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

Attachments:

1. State of the Collection Presentation